

Finance & Personnel Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Thursday, October 5, 2023 at 2:00 p.m.

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

COMMITTEE MEMBERS:

Laurie Mangano-Cornelius, Chair	Legislator, 17 th District
John Martino, Vice Chair	Legislator, 6 th District
Stephen Walpole	Legislator, 14 th District
David Holst	Legislator, 4 th District
Linda Lockwood	Legislator, 11 th District
Paul House	Legislator, 8 th District
Patrick Twiss	Legislator, 13 th District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of minutes for the Finance & Personnel Committee's Regular Meeting on September 7, 2023

RESOLUTIONS:

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

- GC-2** Resolution Authorizing Transfer to Additional Funds of \$412,277 from the Fund Balance A15900 to the Assigned Counsel Office Legal Fees A1170 Object 543300
- GC-3** Resolution Authorizing the Reclassification of One Position in the Public Defender's Office

PUBLIC SAFETY COMMITTEE

- PS-1** Resolution Accepting Grant Award from the NYS Division of Criminal Justice Services Aid to Prosecution Grant
- PS-2** Resolution Authorizing the Oswego County Emergency Management Office To Accept A Donation From Brookfield Renewable
- PS-3** Resolution Authorizing Budget Modification For The Emergency Management Office To Accept Funding From The Department of Homeland Security And Emergency Services (DHSES) For FY2023 State Homeland Security Program (SHSP)
- PS-4** Resolution Authorizing Budgetary Modification for Sheriff's Office Overtime

PS-5 Resolution Authorizing Budgetary Modification for Sheriff's Office Overtime in the Jail

HUMAN SERVICES COMMITTEE

- HS-1** Resolution Authorizing Reclassification of One (1) Employment Advisor to One (1) Employment Specialist Assistant In The Department of Social Services
- HS-2** Resolution Authorizing Reclassification of Two Positions In The Department of Social Services
- HS-3** Resolution Authorizing Budgetary Modification Department of Social Services 2023-2024 Rental Supplement Program Allocation Acceptance
- HS-4** Resolution Authorizing Budgetary Modification Amendment to Resolution Number 173 Department of Social Services 2022-2023 Rental Supplement Program Allocation
- HS-5** Resolution Authorizing Reclassification of Two Positions in The Department of Social Services Administrative Unit
- HS-6** Resolution Authorizing Budgetary Modification Department of Social Services-Furniture and Furnishings for Remainder Of 2023 Calendar Year
- HS-7** Resolution Authorizing Budgetary Modification Department of Social Services Reproduction Expenses for Remainder of 2023 Calendar Year
- HS-8** Resolution Authorizing Amended Fee Schedule for Indigent Burials
- HS-9** Resolution Transferring Funds from Capital Project #B0621 Sandy Island Beach and Increasing Authorization of Capital Project 0121 Co.25 Camp Hollis Shoreline Stabilization

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

None

HEALTH COMMITTEE

- HE-2** Resolution Authorizing Health Department Fine Schedule for Environmental Services
- HE-3** Resolution Authorizing the Increase of Budget in The Health Department to Purchase Covid Vaccine
- HE-4** Resolution Authorizing the Creation of Two Positions in The Health Department (1) Speech Language Pathologist and (1) Certified Special Education Teacher
- HE-5** Resolution Authorizing Health Department Vehicle Leases (4 Vehicles)

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

- IT-1** Resolution Authorizing Budget Modification Central Services Supplement Existing Capital Project to Fund Computer Upgrades

- IT-2** Resolution Establishing Capital Project No. E0323 Oswego County Airport - Electric Vehicle and Charging Station Acquisition and Installation
- IT-3** Resolution to Amend to Add Additional Equipment to Capital Project No. 0423 Highway Equipment Capital Project
- IT-4** Resolution Authorizing Budget Modification Buildings and Grounds – Gas & Heating Fuel
- IT-5** Resolution Authorizing Budget Modification Buildings and Grounds – Overtime

FINANCE & PERSONNEL COMMITTEE

- FP-1** Resolution Awarding Professional Services Contract – RFP 23-PURC-001 – On-Line Auctions of Surplus County Goods
- FP-2** Resolution Awarding Professional Services Contract to Provide Third-Party Administration Services for Oswego County Self Insured Health and Pharmacy Benefit Program- Human Resources Department
- FP-3** Resolution Authorizing Professional Services Contract Accounting Services for County Treasurer’s Office

COMMITTEE REVIEW & DECISIONS:

- None

REPORTING DEPARTMENTS:

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

ADJOURNMENT:

Finance & Personnel Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Thursday, September 7, 2023 at 3:00pm

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

COMMITTEE MEMBERS:

Laurie Mangano-Cornelius, Chair	Legislator, 17 th District	Present
John Martino, Vice Chair	Legislator, 6 th District	Present
Stephen Walpole	Legislator, 14 th District	Present
David Holst	Legislator, 4 th District	Present
Linda Lockwood	Legislator, 11 th District	Present
Paul House	Legislator, 8 th District	Present
Patrick Twiss	Legislator, 13 th District	Present

Staff & Guests:

James Weatherup	Phil Church	Louis Lombardi	Peggy Beckford
Shawn Walker	Marti Babcock	Mike Lutestanski II	Terry Wilbur
Savannah Wycoff	Kate Davis	Vera Dunsmore	Sara Sunday
Cathleen Palmitesso	Jessica Vanella	Holly Carpenter	Greg Oaks
Sara Sunday	Stacy Alvord	Julie Bell	Brandon s
Brian Chetney	Alex DeRosa	Sarah Finley	Mark Moody

CALL TO ORDER:

A Regular Meeting of the Finance and Personnel Committee was called to order at 3:00 p.m. by Committee Chair Laurie Mangano-Cornelius with the Deputy Clerk of the Legislature present. The meeting commenced with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion to approve the meeting minutes: Legislator Martino

Second: Legislator Twiss

Vote: Unanimous, motion carried

The minutes for the Finance & Personnel Committee Regular Meeting on August 3, 2023 and Special Meeting on August 25, 2023 are approved.

RESOLUTIONS:

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

Motion to move GC-7 - GC-9 as a block: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

GC-7 Resolution Authorizing Acceptance of Additional TIER Grant Funding of \$97,921.64 from State Board of Elections to Oswego County

GC-8 Resolution Authorizing Acceptance of Additional ABPP Grant Funding of \$30,083.98 from State Board of Elections to Oswego County

GC-9 Resolution Authorizing Budgetary Modification County Clerk Purchase of Records Management System for Records Center

PUBLIC SAFETY COMMITTEE

Motion to move PS-1 - PS-4 as a block: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

PS-1 Resolution Accepting Grant from The Oswego County ATV Club, Inc. Regarding Enhanced ATV Safety and Enforcement

PS-2 Resolution Authorizing Budgetary Modification for Sheriff's Office to purchase Two (2) Trunarc Devices for Sheriff's Office and Drug Task Force, from ARPA Funds

PS-3 Resolution Authorizing Budgetary Modification to Transfer Funds from Salaries & Wages To Additional Hours In The Probation Department

HUMAN SERVICES COMMITTEE

Motion to move HS-1 - HS-12 and HS-14 as a block: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

HS-1 Resolution Authorizing Budgetary Modification Department of Social Services-Other Equipment External Speaker Install

HS-2 Resolution Authorizing Budgetary Modification Department of Social Services-Other Equipment for Technology Equipment

HS-3 Resolution Authorizing Budgetary Modification Department of Social Services-Accept NYS Child Care Block Grant 2023 Pandemic Funds

- HS-4** Resolution Authorizing Budgetary Modification Department of Social Services-Other Supplies and Expense Adoption Subsidy
- HS-5** Resolution Authorizing Budgetary Modification Department of Social Services-Other Supplies and Expense Foster Care Funding
- HS-6** Resolution Authorizing Budgetary Modification Department of Social Services-Other Supplies and Expense Food Bank of Central New York
- HS-7** Resolution Authorizing Budgetary Modification Department of Social Services-Other Equipment Medicaid Copier
- HS-8** Resolution Authorizing Budgetary Modification Department of Social Services-Other Supplies and Expense Code Blue Allocation Acceptance
- HS-9** Resolution Approving Parks & Recreation, Camp Holis and Camp Zerbe, 2024 Fee Schedule
- HS-11** Resolution Authorizing Budget Modification Office for The Aging; Accepting Senior Picnic Transportation donations 2023

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

- None

HEALTH COMMITTEE

Motion to move HE-1 & HE-2 as a Block: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

- HE-1** Resolution Authorizing the Creation/ Budget Modification of Three Positions In The Health Department (1) Senior Health Program Specialist and (2) Health Program Specialists

- HE-2** Resolution Authorizing Health Department Fee Schedule for Environmental Services

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

Motion to move IT-2 - IT-4, IT-6 as a block: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

- IT-2** Resolution Authorizing Budgetary Modification Department of Solid Waste- Insurance Recovery Fund To Department of Solid Waste Expense Account

- IT-3** Resolution Authorizing Budgetary Modification Department of Solid Waste - MRF Building Roof Repair
- IT-4** Resolution Establishing Capital Project No.1323, Energy Recovery Facility Capital Repairs, Close 0422 And 1122
- IT-6** Resolution Authorizing Budget Modification at the Oswego County Airport to Increase the Gas and Oil Budget Line to Purchase Aviation Gas for Resale
- IT-8** Resolution Establishing Capital Project #1423- Parking Lots

Motion to Approve: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

FINANCE & PERSONNEL COMMITTEE

Motion to move FP-1 & FP-5 as a Block: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

- FP-1** Resolution Authorizing Professional Services Contract Between Oswego County Treasurer's Office and Three+One Investment Services to Provide Proprietary Reports and Data Related Services
- FP-2** Resolution Authorizing Budgetary Modification to Transfer Funds from the Health Department to Human Resources Department for the Safety Data Sheet System Program
- FP-3** Resolution Authorizing Budgetary Modification from General Fund Balance to the Oswego County Human Resources Department to pay back NYS Healthcare Worker Bonus Pay
- FP-4** Resolution Authorizing Budgetary Modification to Transfer Funds from Reproduction Expense to Additional Hours Expense
- FP-5** Resolution Authorizing The Amendment of Grades in the Management Compensation Plan for Attorney Titles

FP-6 Resolution Authorizing the Amendment of the Management Compensation Plan

Motion to approve: Legislator Martino

Second: Legislator House

Vote: Unanimous, motion carried

FP-7 Resolution Authorizing Budget Modification to Increase Other Equipment For Fixed Asset Monitoring

Motion to approve: Legislator Walpole

Second: Legislator House

Vote: Unanimous, motion carried

FP-8* Resolution Establishing Capital Project No. 1523- Clear Ballot Voting Machines

Motion to approve: Legislator House

Second: Legislator Walpole

Vote: Unanimous, motion carried

*Please note FP-8 is walked into Committee

COMMITTEE REVIEW & DECISIONS:

- None

REPORTING DEPARTMENTS:

- Jessica Vanella provided a Personnel Position Vacancy Report
 - Vacancy Reports/Employee Counts/Employees on Leaves of Absence/Current Exams
- Kevin Gardner Provided a Treasurer Department Update with a PowerPoint.
- Alex from Three+one gave a presentation on how well Oswego County Is doing Financially.
- Phil Church provided an administrative update.
- Holly Carpenter provided a Purchasing Department Update

ADJOURNMENT:

Motion to adjourn at 3:35 p.m.: Legislator Twiss

Second: Legislator Martino

Vote: Unanimous, motion carried

DRAFT

Raven Ahart
Deputy Clerk of the Legislature

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING TRANSFER OF ADDITIONAL FUNDS OF
\$412,277 FROM THE FUND BALANCE A159900 TO THE ASSIGNED COUNSEL
OFFICE LEGAL FEES A1170 OBJECT 543300**

By Legislator David Holst:

WHEREAS, the Assigned Counsel budget has \$398,376 left in the 2023 budget for legal fees (A1170 Object 543300) as of September 19, 2023. There are ten (10) pay periods left until the 2024 funds get released the first week of February. The average cost for each pay period to date is \$81,065, which would require \$810,653 for the balance of the fiscal year. This leaves the ACP with an anticipated \$412,277 shortfall. As projected, there are only funds available for five (5) pay periods (until November 16, 2023) when additional funds will be required. The Assigned Counsel Office budget does not have other funds available to move to the 543300 line, so the additional funds are being requested from the fund balance a159900; and

WHEREAS, this shortfall is due in part to New York State having passed legislation increasing the legal fee for attorneys effective April 1, 2023, and in part to the budget having been created anticipating a decrease in legal fees for the Assigned Counsel plan when the Public Defender office opened. The Public Defender is beginning to take cases in the courts but there has not yet been an effect on the Assigned Counsel Plan budget; and

WHEREAS, The State is responsible for \$41.50 per hour for the increased rate after April 1, 2023. The estimated amount the State will reimburse the County from the requested additional funds is \$50,000. Many of the vouchers expected to be paid through the end of the year have service hours that pre-date the increased rate so the State would not be reimbursing any portion of those vouchers; and

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

RESOLVED, that \$412,277 be transferred from the Fund Balance a159900 to the Assigned Counsel Office Legal Fees line (A1170 Object 543300); and be it further

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

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

TO: David M. Holst, Chair, Government, Courts and Consumer Affairs

FROM: Sara E. Davis, Esq., Administrator, Assigned Counsel Plan

DATE: September 19, 2023

RE: Transfer additional funds

INFORMATIONAL MEMORANDUM

SUBJECT: Transfer Additional Funds of \$412,277 from the fund balance a159900 to the Assigned Counsel Office Legal Fees A1170 Object 543300.

BACKGROUND: The Assigned Counsel budget has \$398,376 left in the 2023 budget for legal fees (A1170 Object 543300) as of September 19, 2023. There are ten (10) pay periods left until the 2024 funds get released the first week of February. The average cost for each pay period to date is \$81,065, which would require \$810,653 for the balance of the fiscal year. This leaves the ACP with an anticipated \$412,277 shortfall. As projected, there are only funds available for five (5) pay periods (until November 16, 2023) when additional funds will be required. The Assigned Counsel Office budget does not have other funds available to move to the 543300 line so the additional funds are being requested from the fund balance A159900.

FISCAL IMPACT: This is an additional \$412,277 expense to the Assigned Counsel Plan with an anticipated offset of \$50,000 from the State, leaving a projected net fiscal impact of \$362,277. This is for 2023 only and it is anticipated that the Public Defender Office will be covering the majority of the criminal cases in 2024 so there is no expected fiscal impact in 2024.

RECOMMENDATION: Transfer \$412,277 from the Fund Balance A159900 to the Assigned Counsel Office Legal Fees line (A1170 Object 543300).

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

DEPARTMENT HEAD	DATE
*DIRECTOR OF HUMAN RESOURCES	DATE

COUNTY ADMINISTRATOR	DATE
CHAIRPERSON	DATE

COUNTY TREASURER	DATE
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***If Personnel Services are impacted**

RESOLUTION NO.

October 12, 2023

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

By Legislator David Holst:

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

WHEREAS, Position # A117111307 is currently classified as an Assistant Public Defender to defend clients accused of crimes in court; and

WHEREAS, the proposed restructuring within the office to provide for another Senior Assistant Public Defender to aid in the mission of representing clients in court has been reviewed by the Director of Human Resources with a recommendation to reclassify the position to the title of Senior Assistant Public Defender; and

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

RESOLVED, that position # A117111307, Assistant Public Defender, Grade 70, in the Management Personnel Compensation Plan be reclassified to Senior Assistant Public Defender, Grade 80, in the Management Personnel Compensation Plan; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

- Subject:** Request for authorization to modify the Public Defender's Department budget to include reclassification of one Assistant Public Defender position (Grade 70), Management Personnel Compensation Plan, to one Senior Assistant Public Defender position (Salary Grade 80), Management Compensation Plan.
- Purpose:** Public Defender's Office is a newly established office. In order for it to fulfill its mission, it is critical that an extra attorney with supervisory capability and experience to match be hired to assist this department in its goal of providing adequate representation before the courts.
- Summary:** The opportunity exists to better serve clients that are represented by the Public Defender's office in that additional supervision of already hired staff will increase this office's ability to serve those arrested in this county who are unable to afford their own legal representation.
- Recommendation:** To authorize the proposed modification of the Public Defender's budget to include the reclassification of one Assistant Public Defender to that of one Senior Assistant Public Defender.
- Fiscal Impact:** There will be no fiscal impact as the proposed pay for the Senior Assistant Public Defender position will be absorbed by this office's current budget.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT:

DIVISION/UNIT (NUMBER):

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

B. RECLASSIFICATION REQUEST

1. Present Title: Assistant Public Defender 2. Position #: 5

3. Present Salary/Hourly Rate: 72,969 Grade: 70

4. Requested Title: Senior Assistant Public Defender

5. Requested Salary: 126358

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

b. Management or OCPA -- Salary Requested: 126358 Grade: 80

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

7. Justification of Need (use additional sheets as necessary): Public Defenders Office is in need of additional attorneys with supervisory capabilities to help guide other personnel in this office in their mission of providing legal representation to the indigent persons arrested within this county. As this office grows, it needs the flexibility of having experienced attorneys to assist with supervision of cases and handling of cases to the highest standard of care.

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

C. POSITION DELETION

1. Title to be Deleted: Assistant PD

2. Position # 5

3. Salary Savings: 0

4. Reason for Deletion:

Office requires additionally attorney with capapbilty to provide supervisory guidance to hired attorneys working within this office

7/23/19

-OVER-

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7/23/19

(page 2 of 4)

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

OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT

NEW POSITION DUTIES STATEMENT

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

1. DEPARTMENTS/SCHOOL
DISTRICT/TOWN OR VILLAGE
S

DIVISION, UNIT, OR WORK SECTION

LOCATION OF POSITION

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

Title requested:

PERCENT OF
WORK TIME

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION

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

NAME	TITLE	TYPE OF SUPERVISION

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

NAME	TITLE	LOCATION OF POSITION

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

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

Experience (list amount and type):

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date:

Title:

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO.

October 12, 2023

**RESOLUTION ACCEPTING GRANT AWARD FROM THE NYS DIVISION OF
CRIMINAL JUSTICE SERVICES AID TO PROSECUTION GRANT**

By Legislator Marc Greco:

WHEREAS, the State of New York implemented bail and discovery reforms in criminal proceedings as of January 1, 2020, which has resulted in the District Attorney's Office incurring additional expenses related to the implementation of these reforms; and

WHEREAS, the attorneys who work in the District Attorney's Office must now perform significantly more work to comply with the additional requirements imposed by discovery reforms; and

WHEREAS, prosecutors have been leaving District Attorney's Offices across the state in record numbers due to the increased job demands, creating an extremely competitive market for experienced attorneys; and

WHEREAS, the County recognizes that prosecutors must be fairly and meaningfully compensated so that the District Attorney's Office can recruit and retain experienced and highly qualified attorneys to serve as prosecutors; and

WHEREAS, the New York State Division of Criminal Justice Services (DCJS) has notified Oswego County that it has been awarded an Aid to Prosecution Grant in the amount of \$422,800 for the state fiscal year 2023-24 (4/1/23 to 3/31/24), which must be made available to the District Attorney's Office to help offset the cost of prosecutorial services; and

WHEREAS, a resolution is both necessary and desirable; and

NOW, THEREFORE, upon recommendation of the Public Safety Committee of this body; be it

RESOLVED, that the Oswego County Treasurer be and hereby is authorized to accept and receive \$422,800 from the NYS Division of Criminal Justice Services under the Aid to Prosecution grant program on behalf of the County of Oswego; and be it further

RESOLVED, that the Oswego County Treasurer is hereby directed to designate and allocate the \$422,800 in grant money as revenue in the District Attorney's Office budget, apportioned across the 2023 and 2024 budgets in conformity with the grant period, to be used by the District Attorney's Office for prosecutorial services, including Salary and Wages for prosecutors.

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

YES:

NO:

ABSENT:

ABSTAIN:



Public Safety Center
39 Churchill Road
Oswego, New York 13126

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

Office of the District Attorney

Matthew J. Bell
Courtney M. Venditte
Senior Assistant
District Attorneys

MARK MOODY
ACTING DISTRICT ATTORNEY/CORONER

Jason R. Delano
Investigator

DATE: September 18, 2023
TO: Public Safety Committee
FROM: Mark Moody, Acting District Attorney

INFORMATIONAL MEMO

SUBJECT: DCJS Aid to Prosecution Grant

PURPOSE: To Accept a Grant from DCJS

SUMMARY: The NYS Division of Criminal Justice Services (DCJS) recently notified Oswego County that we have been awarded \$422,800 under the state's aid to prosecution program for SFY 2023-24.

The grant covers the period between April 1, 2023 and March 31, 2024.

Per the Grant Award Notice, copy attached, Oswego County will not receive a grant contract for this funding. Instead, money will be automatically disbursed to the county in one payment.

Per the Grant Award Notice, the funding assistance is being provided to help offset the cost of prosecutorial services and is being disbursed for use by the District Attorney's Office.

RECOMMENDED

ACTION: It is respectfully recommended that the Public Safety Committee accept the grant and authorize the County Treasurer to receive the grant funds and disburse the same for use by the District Attorney's Office.



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

DEAN DEFRUSCIO
Deputy Commissioner

Grant Award Notice

August 24, 2023

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Aid to Prosecution Program for State Fiscal Year (SFY) 2023-24.

Project Name:	Oswego County District Attorney Aid to Prosecution Program	Award Amount:	\$422,800
Budget:	SFY 2023-24	Term Dates:	April 1, 2023 to March 31, 2024

Additional Information:

We are pleased to inform you that Governor Kathy Hochul secured an additional \$40 million in the SFY 2023-2024 Budget to assist in county prosecution efforts. Your SFY 2023-24 Aid to Prosecution Program award to support your respective district attorney's office is consistent with the appropriation amounts enacted for this purpose in the State Budget.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to the county in one payment. The county shall subsequently and promptly make this funding available to the respective district attorney's office. Consistent with the appropriation, this funding assistance is being provided to help offset the cost of prosecutorial services that your county has and will incur for the period of April 1, 2023 to March 31, 2024.

To streamline processing and facilitate timely distribution of funds, the DCJS Office of Financial Services will disburse your planned payment directly to your county for use by the respective district attorney's office.

If you have any questions on this award, please contact:

Nadia Rockwell
DCJS Associate Budgeting Analyst
NYS Division of Criminal Justice Services, Finance Office
(518) 485-0091 or nadia.rockwell@dcjs.ny.gov

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

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

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING THE OSWEGO COUNTY EMERGENCY
MANAGEMENT OFFICE TO ACCEPT A DONATION FROM BROOKFIELD
RENEWABLE**

By Legislator Marc Greco,

WHEREAS, Brookfield Renewable has a commitment to support public safety initiatives; and

WHEREAS, the Oswego County Emergency Management Office has been awarded a donation of support of \$5,000.00 for the county drone program to support community public safety initiatives; and

NOW, upon recommendation of the Public Safety Committee, of this body; be it

RESOLVED, that the County accepts the donation in support of the drone program; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY
EMERGENCY MANAGEMENT OFFICE

Phone (315) 591-9150

Fax: (315) 591-9176

COUNTY OFFICE BUILDING – 200 NORTH 2ND STREET, FULTON, NY 13089

Cathee Palmitesso, Director

Email: Cathleen.Palmitesso@OswegoCounty.com

Informational Memorandum

Date: October 2, 2023

To: Members of the Public Safety Committee, Oswego County Legislature

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$5,000 from Brookfield Renewable to support the county drone program.

Purpose: Request to accept funding and place in the drone other equipment budget line. Please refer to attached budget modification for the specific details.

Summary: The Oswego County EMO has received notification that Brookfield Renewable is providing \$5,000.00 to support the county drone program. This funding will be used to acquire additional equipment and supplies to support the county drone public safety initiatives.

Recommended

Action: The Emergency Management Office would respectfully request the members of the Public Safety Committee and Oswego County Legislature to accept this funding from Brookfield Renewable.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

DEPARTMENT HEAD	DATE
*DIRECTOR OF HUMAN RESOURCES	DATE
*If Personnel Services are impacted	

COUNTY ADMINISTRATOR	DATE
CHAIRPERSON	DATE
COUNTY TREASURER	DATE

*DIRECTOR OF HUMAN RESOURCES	DATE
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***If Personnel Services are impacted**

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FOR THE EMERGENCY
MANAGEMENT OFFICE TO ACCEPT FUNDING FROM THE DEPARTMENT OF
HOMELAND SECURITY AND EMERGENCY SERVICES (DHSES) FOR FY2023
STATE HOMELAND SECURITY PROGRAM (SHSP)**

By Legislator Marc Greco,

WHEREAS, Oswego County has been awarded \$166,445.00 in grant funding from New York State Division of Homeland Security and Emergency Services (DHSES) under the FY2023 State Homeland Security Grant Program; and

WHEREAS, the Oswego County Emergency Management Office (EMO) has been authorized to administer this grant to stakeholders based on projects that were submitted and approved through the grant application; and

NOW, upon recommendation of the Public Safety Committee, of this body; be it

RESOLVED, that the County accept this funding and EMO be given the permission to begin the administration of the grant; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY
EMERGENCY MANAGEMENT OFFICE

Phone (315) 591-9150

Fax: (315) 591-9176

COUNTY OFFICE BUILDING – 200 NORTH 2ND STREET, FULTON, NY 13069

Cathee Palmitesso, Director

Email: Cathleen.Palmitesso@OswegoCounty.com

Informational Memorandum

Date: October 12, 2023

To: Members of the Public Safety and Finance and Personnel Committees

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$166,445 in State Homeland Security Program (SHSP) FY2023 Grant Funding

Summary: Oswego County has received notification from New York State Division of Homeland Security and Emergency Services (NYSDHSES) that the grant application submitted for the State Homeland Security Program (SHSP) FY2023 grant funding was successfully awarded to Oswego County in the amount of \$166,445.00. Funding for this initiative will cover the period of September 1, 2023, through August 31, 2026.

Purpose: The purpose of the grant is to support the implementation of New York State Homeland Security strategies that address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

As per Federal guidelines, at least 35 percent (\$58,256) of the award must be directed towards law enforcement terrorism prevention activities and 30 percent of the projects must be spent in support of the six (6) National Priority areas. These include Enhancing Information & Intelligence Sharing & Analysis, Enhancing the Protection of Soft Targets/Crowded Places, Combating Domestic Violent Extremism, Enhancing Community Preparedness & Resilience, Enhancing Cyber Security and Enhancing Election Security.

The work plan for this program was developed from projects that were submitted by stakeholders representing law-enforcement, fire/hazard, emergency medical services and others. Agencies requesting funding were given information regarding the grant requirements and constraints prior to submitting their requests. Specific projects were developed based on the requests and the application was submitted by the Oswego County EMO to NYSDHSES, NYS submitted the county's application to FEMA. A list of projects approved by the NYSDHSES is attached.

EMO respectfully requests acceptance of this funding and be given the permission to begin the administration of the grant. The attached budget modification reflects this request.

There is no local share attached to acceptance of these funds.

Recommended

Action:

The Emergency Management Office recommends that the Public Safety and Finance and Personnel Committees and the legislature accept this SHSP Grant funding.

State Homeland Security Grant Program (SHSP) FY 2022

Projects List

Law enforcement projects

Sheriff's Department:	Training Munitions Mobile Computing Forensic Investigations	\$19,500
Oswego Police Dept./ Oswego Fire Dept.	Modular Vehicle Barrier (portion of cost)	\$21,000
Fulton Police Dept.	Mobile Computing	\$13,000
SUNY Oswego University Police	Mobile Computing	\$5,200

Other agencies

Fire Coordinator	I Am Responding service contract	\$24,376
County IT	Backup and Recovery toolset	\$22,000
Fulton Fire Dept.	Unmanned Aircraft System	\$1,300
Search and Rescue	Portable radios	\$13,500
Emergency Management	Plans update and maintenance WebEOC Phone system maintenance	\$46,569

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

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

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION FOR SHERIFF'S
OFFICE OVERTIME**

By Legislator Marc Greco:

WHEREAS, ongoing vacancies, additional requests for jail transports and crime activities have created unanticipated overtime expenses; and

WHEREAS, seven Road Patrol positions have been filled but these positions are currently in the Oswego County Regional Police Academy and unable to fill Road Patrol duties until the completion of the Academy and Field Training; and

WHEREAS, in order to meet the safety needs of our community and protect the residents of the county, including incarcerated individuals, providing additional funds for overtime will allow the Sheriff's Office to meet current staffing requirements; and

NOW, upon recommendation of the Public Safety Committee of this body and with the recommendation of the Oswego County Sheriff; be it

RESOLVED, that the County Treasurer is hereby authorized to transfer funds from Salaries and Wages A3110-511000 and A3110-512000-CAPCT to A3110-512000 as shown on the attached budget modification request; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



ADMINISTRATION
 (415) 349-3507
 FAX (415) 349-3505

ROAD PATROL
 (415) 349-3507
 FAX (415) 349-3505

CRIMINAL INVESTIGATION
 (415) 349-3507
 FAX (415) 349-3505

OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. NELSON
 SHERIFF



JOHN F. TOOMEY
 DEPUTY SHERIFF



DAVE DUBOIS
 (415) 349-3507
 FAX (415) 349-3505

JOHN DUBOIS
 (415) 349-3507
 FAX (415) 349-3505

35 Church St. Road, Oswego, New York 13126-8813

INFORMATIONAL MEMORANDUM

DATE: September 19, 2023

SUBJECT: Request to Increase Road Patrol Overtime Budget Modification

PURPOSE: The Oswego County Sheriff's Office request permission to transfer \$160,000 from A3110-511000 Salaries and Wages Reg and \$40,000 from A3110-512000-CAPCT into expenditure A3110-512000 Overtime Payments.

SUMMARY: Review and consideration is requested for the above budget modifications to transfer \$160,000 from A3110-511000 Salaries and Wages Reg along with \$40,000 from A3110-512000 Overtime Payments-CAPCT, into expenditure A3110-512000. This transfer is needed to cover unanticipated overtime expenses due in part to vacancies on Road Patrol. Seven positions have been filled but these positions are currently in the Oswego County Regional Police Academy and unable to fill Road Patrol duties until completion of the Academy and Field Training. There have also been increased overtime needs due to boosted patrols in response to crime activity and assistance to the Corrections Division with transports.

ATTACHMENTS:

1. Budget Modification
2. Resolution authorizing Budgetary Modification: Sheriff's Office Modification To Transfer Funds to Overtime Payments

RECOMMENDED ACTION:

The Sheriff's Office recommends the approval of this budget modification to transfer funds to Overtime Payments.

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

[illegible]

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

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION FOR SHERIFF'S
OFFICE OVERTIME IN THE JAIL**

By Legislator Marc Greco:

WHEREAS, ongoing vacancies, additional needs for jail transports and minimum staffing have created unanticipated overtime expenses; and

WHEREAS, the Jail is currently operating at nearly full capacity but under-staffed with 10 vacant positions; and

WHEREAS, in order to meet the safety needs of our Corrections Staff and protect the residents of the county, including incarcerated individuals, providing additional funds for overtime in the Jail will allow the Sheriff's Office Corrections Division to meet current staffing requirements; and

NOW, upon recommendation of the Public Safety Committee of this body and with the recommendation of the Oswego County Sheriff; be it

RESOLVED, that the County Treasurer is hereby authorized to transfer funds from Temporary & Part-Time A3150-514000 to A3150-512000 Overtime Payments 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:



ROBERT HATHORN
SHERIFF
TEL: 315-340-3447
FAX: 315-340-3447
ROAD PATROL
TEL: 315-340-3447
FAX: 315-340-3447
CRIMINAL INVESTIGATION
TEL: 315-340-3447
FAX: 315-340-3447

OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. WILSON
SHERIFF



35 Church Road, Oswego, New York 13124-0511

JOHN E. TOOMEY
UNDERSHERIFF



CHIEF OF POLICE
TEL: 315-340-3447
FAX: 315-340-3447
TEL: 315-340-3447
FAX: 315-340-3447
TEL: 315-340-3447
FAX: 315-340-3447

INFORMATIONAL MEMORANDUM

DATE: September 19, 2023

SUBJECT: Request to Increase Overtime Budget Modification for Jail

PURPOSE: The Oswego County Sheriff's Office request permission to transfer \$82,628 from A3150-514000 Temporary & Part Time (Jail) into expenditure A3150-512000 Overtime Payments.

SUMMARY: Review and consideration is requested for the above budget modifications to transfer \$82,628 from A3150-514000 Temporary & Part Time (Jail) into expenditure A3150-512000 Overtime Payments. This transfer is needed to cover unanticipated overtime expenses due in part to vacancies in the Oswego County Jail and operating at nearly full capacity daily. The Jail is currently operating at minimum staffing and anytime a corrections officer is away for illness or vacation, staffing is impacted and the position must be covered.

ATTACHMENTS:

1. Budget Modification
2. Resolution authorizing Budgetary Modification: Sheriff's Office Modification To Transfer Funds to Overtime Payments in the Jail

RECOMMENDED ACTION: The Sheriff's Office recommends the approval of this budget modification to transfer funds to Overtime Payments.

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE (1)
EMPLOYMENT ADVISOR TO ONE (1) EMPLOYMENT SPECIALIST
ASSISTANT IN THE DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Rechil:

WHEREAS, the Department of Social Services is mandated to provide employment related services to Financial Assistance recipients in accordance with 18NYCRR 385.9; and

NOW, 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 (1) Employment Advisor position to (1) Employment Specialist Assistant; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5000 • fax 315.963.5477

Informational Memorandum

Date: October 12, 2023

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

From: Stacy Alvord, Commissioner
Marti Babcock, Deputy Commissioner

Subject: Reclassification of vacant Employment Advisor (CO-OP Grade 9) to Employment Specialist Assistant (CO-OP Grade 6)

Summary: **Reclassification of Employment Advisor (Co-Op Grade 9) to Employment Specialist Assistant (Co-Op Grade 6).** The recent resignation of an Employment Advisor provided opportunity to assess current job duties and determine ongoing need based on current needs within the team. There is currently 1 Employment Advisor position within Employment Services with no additional position to provide backup or to allow the addition of duties that may otherwise be handled by a higher-level position of Employment Specialist. With the reclassification of this position, the team will have 2 Employment Specialist Assistants and we will be able to move some duties away from Employment Specialist.

Recommended

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

The following summary provides the financial impact to the budget for the change we are recommending:

Reclass of Employment Advisor to Employment Specialist Assistant	10/16-12/31 Current wages	Proposed 10/16 - 12/31	Difference	State/Fed Reimbursement Diff	10/16 - 12/31/23 Local Share Diff
Remainder of 2023 = 55 workdays/holidays	\$9,394	\$7,046	-\$2,349	-\$1,761	-\$587
Total 2024 budget impact	\$40,825	\$34,571	-\$6,254	-\$4,690	-\$1,563

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6292

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

RECLASSIFICATION REQUEST

1. Present Title: Employment Advisor 2. Position #: 629274102

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

4. Requested Title: Employment Specialist Assistant

5. Requested Salary: _____

a. Bargaining Unit: CO-OP Hourly Rate: \$18.30 Grade: 6

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

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

7. Justification of Need (use additional sheets as necessary): *The manager responsible for combining WiW and AP is looking for ways to better support the work of the unit and streamline job titles and processes. The duties that are planned for this position will not require the level of work assigned to an Employment Advisor, so we are seizing the opportunity to downgrade the title as this line was recently vacated. The employee that just resigned the title was the last Employment Advisor in the department.*

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

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

7/23/19

(page 2 of 4)

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

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT
NEW POSITION DUTIES STATEMENT**

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

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE DSS	DIVISION, UNIT, OR WORK SECTION Employment & Training	LOCATION OF POSITION Mexico
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. Title requested: <i>Employment Specialist Assistant</i>		
PERCENT OF WORK TIME		
15	<i>Assists clients in completing necessary forms and obtaining eligibility information and proofs, and documents in the case record</i>	
10	<i>Assesses information provided by applicants for referral to Employment Specialist</i>	
15	<i>Contacts clients to obtain routine information for periodic review, quarterly verification process, follow-ups, and retention studies</i>	
15	<i>Identifies target group characteristics and checks Welfare Management System (WMS) for current status of client</i>	
10	<i>Administers interest and aptitude exams</i>	
10	<i>Assists in orientation and large group sessions</i>	
15	<i>Explains programs and services to applicants in person, over the phone, or through letters</i>	
10	<i>Reviews applications to determine completeness and accuracy and follows up for missing information</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
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Karryn Anthony	Sr. Employment Specialist	Direct
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Meghan Edwards (9/5)	Sr. Employment Specialist	Direct
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4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
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n/a		
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5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
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Roberta Altimonda	Employment Specialist Assistant	Mexico
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6. What minimum qualifications do you think should be required for this position?

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

Experience (list amount and type): *Two (2) years of clerical experience supporting social service, employment, healthcare, or other closely related programs*

Essential knowledge, skills and abilities: *Knowledge of rules, regulations, and programs as they affect eligibility for and participation in local employment and training programs; office terminology, practices, and procedures; business arithmetic. Ability to communicate clearly; maintain records and reports; work with people in a supportive, non-threatening manner; understand and follow oral and written instructions*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 10/2/23

Title: Commissioner

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF TWO POSITIONS
IN THE DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

WHEREAS, the Social Services Commissioner has identified the need to reclassify two (2) existing Typist positions to Community Service Workers to allow for streamlining of current job duties and to facilitate work duties in the HEAP Unit of the Assistance Programs Unit; and

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

RESOLVED, that two (2) Typist positions, 601024717 and 601024718, 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 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: October 12, 2023

SUBJECT: Request for Reclassification of Two (2) Typist positions to Community Service Worker (CSW)

SUMMARY: DSS is gearing up for another HEAP season that promises to be extremely busy. 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 were unable to hire any HEAP Typists in the 2022-23 HEAP season, and with vacancies in our year-round Typist positions, we will once again be in dire need of support staff to keep the program operating within state mandated timeframes.

We propose reclassifying the two (2) remaining Typist positions within our HEAP team so that we can streamline our work processes and better provide service. With support staff 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 into year-round positions.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the reclassification of two Typist positions to Community Services Worker. The increase in cost is outlined below. **These seasonal positions are 100% reimbursed with Federal/State funds.**

	Current Wage	Current Cost	Proposed Wage	Proposed Cost	Increase in Cost	Fed/State Reimburse	Local Share
10/9 - 12/31/23	16.03	\$13,465	16.57	\$13,919	\$454	100%	\$0
2023 Total		\$13,465		\$13,919	\$454	100%	\$0
1/1 - 3/31/24	16.51	\$13,868	17.07	\$14,339	\$471	100%	\$0
10/7 - 12/31/24	16.51	\$14,331	17.07	\$14,817	\$486	100%	\$0
2024 Total		\$28,199		\$29,156	\$957	100%	\$0

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

B. RECLASSIFICATION REQUEST

1. Present Title: Typist 2. Position #: 601024717, 601024718

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

4. Requested Title: Community Service Worker

5. Requested Salary: _____

a. Bargaining Unit: CO-OP Hourly Rate: \$16.57 Grade: 4

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

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

7. Justification of Need (use additional sheets as necessary): *DSS is gearing up for another HEAP season that promises to be extremely busy. 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 were unable to hire any HEAP Typists in the 2022-23 HEAP season, and with vacancies in our year-round Typist positions, we will once again be in dire need of support staff to keep the program operating with necessary timeliness.*

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: <i>Community Service Worker</i>		
PERCENT OF WORK TIME		
20%	<i>Manage the reception of incoming calls for HEAP and other integrated services, screening for emergencies, answering questions, providing information about internal and community services, and distributing the remainder of the calls to appropriate staff</i>	
10%	<i>Clear the team's voicemail and maintain a call log for all calls that need to be returned to callers that were unable to connect with an employee.</i>	
10%	<i>Review call logs, prioritize message based on emergent needs and return phone calls</i>	
10%	<i>Provide applicants with direction on how to apply for HEAP, the assembly of all required document and information</i>	
20%	<i>Gather applications and all required documentation for eligibility documentation and submit to Sr. SWE or SWE for review.</i>	
10%	<i>Collect necessary information from applicants that are calling with emergency shut-offs or no fuel so that their heat can be restored in a timely manner</i>	
10%	<i>Contact fuel vendors and National Grid to facilitate the delivery of fuel and electricity.</i>	
10%	<i>Interview walk-in HEAP applicants, receive all documentation for HEAP eligibility.</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
Susan Wallace	Senior Social Welfare Examiner	Direct

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
Laurette Potter	Community Service Worker	Mexico
Danielle McIntyre	Community Service Worker	Mexico
Raechelle Chrisman	Community Service Worker	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): *one (1) year of paid or volunteer experience, in a non-professional position supporting social service, employment, health care, or other community-based programs*

Essential knowledge, skills and abilities: *Knowledge of community resources and programs. Ability to interpret agency programs, goals, and eligibility requirements in language that promotes understanding of the agency; understand and follow oral and written instructions; present information clearly, both orally and in writing; and deal with difficult and/or uncooperative patients/clients.*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 10/2/23

Title: Commissioner

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION
DEPARTMENT OF SOCIAL SERVICES 2023-2024 RENTAL SUPPLEMENT
PROGRAM ALLOCATION ACCEPTANCE**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services provides vital rental assistance to individuals and families who are experiencing homelessness or facing imminent loss of housing through the Rental Supplement Program (RSP); and

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

RESOLVED, that the County Treasurer be, and he is, authorized to transfer the funds to A6010-436890 RSP Revenue line and A6010.545500 Other Supplies and Expenses RSP budget line 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 315.963.5000 • fax 315.963.5477

TO: Oswego County Legislature
FROM: Stacy Alvord, Department of Social Services Commissioner
DATE: October 12, 2023
RE: Budget Modification – Accept Rental Supplement Program (RSP) allocation for SFY 2023-2024

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Modification accepting Rental Supplement Program (RSP) Allocation for SFY2023-24.

BACKGROUND: The Rental Supplement Program funds allow local districts to provide vital rental assistance to individuals and families who are experiencing homelessness or are facing an imminent loss of housing. Oswego County Department of Social Services has been allocated \$432,808 for the SFY of 2023-24.

FISCAL IMPACT: Increase the A6010.545500 Other Supplies & Expenses RSP budget line \$432,808 and increase the A6010.436890 RSP revenue line \$432,808. There will be no increase or decrease in the local share for 2023 or any future years due to the acceptance of these funds.

RECOMMENDATION: Approve this budget modification to accept the Rental Supplement Program SFY2023-24 allocation of \$432,808.

/lfw

2023
10/12/2023

[illegible]

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

***DIRECTOR OF HUMAN RESOURCES**

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE _____

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION AMENDMENT
TO RESOLUTION NUMBER 173 DEPARTMENT OF SOCIAL SERVICES 2022-
2023 RENTAL SUPPLEMENT PROGRAM ALLOCATION**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services was granted the Rental Supplement Program allocation to the incorrect revenue account number and has determined an amendment is required; and

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

RESOLVED, that the County Treasurer be, and he is, authorized to transfer the funds from A6010-436890 Revenue line to A6010-436890 RSP line 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 315.963.5000 • fax 315.963.5477

TO: Oswego County Legislature

FROM: Stacy Alvord, Department of Social Services Commissioner

DATE: October 12, 2023

RE: CORRECTION of R#173 6/15/2023

INFORMATIONAL MEMORANDUM

SUBJECT: A request to correct an account number from Resolution #173 from 6/15/2023.

BACKGROUND: A budget modification was granted to accept the Rental Supplement Program allocation for SFY2023-24. The budget modification that was submitted listed the incorrect revenue account number. It listed A6010.436890 and the correct account number is A6010.436890 RSP.

FISCAL IMPACT: Transfer the funds of \$432,808.00 from A6010-436890 Revenue line to A6010-436890 RSP line. There will be no increase or decrease in the local share for 2023 or any future years due to the acceptance of these funds.

RECOMMENDATION: Approve this correction to Resolution #173 by transferring the funds from A6010-436890 Revenue line to A6010-436890 RSP line.

2023
10/12/2023

[illegible]

DEPARTMENT HEAD	DATE
*DIRECTOR OF HUMAN RESOURCES	DATE
*If Personnel Services are impacted	

COUNTY ADMINISTRATOR	DATE
CHAIRPERSON	DATE
COUNTY TREASURER	DATE

***If Personnel Services are impacted**

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF TWO POSITIONS
IN THE DEPARTMENT OF SOCIAL SERVICES ADMINISTRATIVE UNIT**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services currently has one sole employee that currently processes all in-house Human Resource inquiries and payroll for all DSS staff; and

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

RESOLVED, the Social Services Commissioner has identified the need to reclassify one (1) existing Senior Administrative Services Assistant (CO-OP Grade 7, position 601032601) to one (1) Principal Administrative Services Assistant (CO-OP Grade 9) to allow for increased payroll quality assurance and compliance; and be it further

RESOLVED, the Social Services Commissioner has identified the need to reclassify one (1) existing Typist (CO-OP Grade 3, position 601024708) to one (1) Administrative Services Assistant (CO-OP Grade 6) to provide direct support to the department's Principal Administrative Services Assistant; 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: October 12, 2023

SUBJECT: Request for Reclassification of One (1) Senior Administrative Services Assistant position (CO-OP Grade 7) to Principal Administrative Services Assistant (CO-OP Grade 9), and One (1) Typist (CO-OP Grade 3) to Administrative Services Assistant (CO-OP Grade 6)

SUMMARY: DSS currently has one sole employee that processes payroll and handles all in-house HR inquiries for 350+ employees. The duties of this position are at a high level of responsibility, as they carry with them the high consequence of error for the Department and its employees. Their duties require that they collaborate with managers and supervisors across the Department as well as with the Department of Human Resources to ensure all civil service rules are followed without error. The changeover to MUNIS ESS has created a lot more questions and errors across the department which require increased vigilance in the payroll process. This position will also be taking on additional personnel data reporting and training the Administrative Services Assistant to take on more of the payroll processing and management of HR paperwork so they can truly be a full back-up to the Principal when the Principal is out of office. This upgrade will also more effectively create a promotional path for the Administrative Services Assistant.

The currently vacant position of Typist within the Admin team has been unable to be filled, as has been seen repeatedly across the Department due to non-competitive wages. We are requesting that this position be upgraded to add depth to our Administrative Team staffing and allow for additional payroll, hiring and internal HR-related duties to be transferred and/or shared between the Principal and the Administrative Services Assistant to create more complete coverage and back-up. This small team of 2 is currently thrown into overwork and confusion when there is a vacancy, which happens frequently in the title of Typist.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the reclassification of one (1) Senior Administrative Services Assistant to

Principal Administrative Services Assistant, and one (1) Typist position to Administrative Services Assistant. The increase in cost, as outlined below, will be covered by unspent 2023 Salaries & Wages. **The costs of these upgrades will be budget neutral in 2023.**

Sr Admin Services Asst to Principal	Current Wage	Current Cost	Proposed Wage	Proposed Cost	Increase in Cost	Fed/State Reimburse	Local Share
10/9 - 12/31/23	\$21.16	\$8,887	\$23.70	\$9,954	\$1,067	75%	\$267
2024	\$21.79	\$39,963	\$24.41	\$44,768	\$4,805	75%	\$1,201

Typist to Admin Services Asst	Current Wage	Current Cost	Proposed Wage	Proposed Cost	Increase in Cost	Fed/State Reimburse	Local Share
10/9 - 12/31/23	16.03	\$6,732	\$18.30	\$7,686	\$954	75%	\$239
2024	16.51	\$30,280	\$18.85	\$34,571	\$4,291	75%	\$1,073

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

B. RECLASSIFICATION REQUEST

1. Present Title: Sr Admin Services Assistant 2. Position #: 601032601

3. Present Salary/Hourly Rate: \$21.16 Grade: 7

4. Requested Title: Principal Admin Services Assistant

5. Requested Salary: _____

a. Bargaining Unit: CO-OP Hourly Rate: \$23.70 Grade: 9

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

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

7. Justification of Need (use additional sheets as necessary): *DSS currently has one sole employee that processes payroll and handles all in-house HR inquiries for 350+ employees. The duties of this position are at a high level of responsibility, as they carry with them high consequence of error for the Department and its employees. Her duties require her to collaborate with managers and supervisors across the Department as well as with the Department of Human Resources to ensure all civil service rules are followed without error. The changeover to MUNIS ESS has created a lot more questions and errors across the department which require increased vigilance in the payroll process.*

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
Administration

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: *Principal Admin Services Assistant*

**PERCENT OF
WORK TIME**

25	<i>Request civil service lists and applications from HR; schedule employment interviews, advise internal management re: civil service status that may impact hiring, hire new employees; type and send various letters regarding interviews, hiring, terminations, etc.</i>
20	<i>Process payroll in MUNIS for 350+ employees - involves reviewing, correcting and advising employees across the department to ensure time is entered correctly and approved only one pay period at a time.</i>
5	<i>Create reports upon request and on scheduled basis regarding staffing to inform management team decisions re: resource allocation - vacancies, turn-over, FML/disability leaves, potential retirements</i>
5	<i>Provide background check packets to appropriate new candidates, and conduct outreach to Law Enforcement to obtain necessary records re: criminal history</i>
15	<i>Serve as resource to all employees to answer questions about timesheets, accruals, on-call, contract provisions, documentation required for medical leaves, civil service status, etc.</i>
10	<i>Serve as primary liaison with Dept of HR regarding hiring, terminations, payroll, leaves of absence, etc.</i>
10	<i>Track status of all budgeted positions within the agency using Filepro database, MUNIS and employee card system</i>
5	<i>Maintain internal HR records in accordance with CO2 Records Retention and Disposition Schedule.</i>
5	<i>Oversee the maintenance of multiple databases of employee information, department evacuation lists, organizational charts, hyper-reach participants and groups</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
Marti Babcock	Deputy Commissioner	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Admin Services Assistant (proposed)	Direct

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

NAME	TITLE	LOCATION OF POSITION
n/a		

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

Education: ☐ High School _____ years
☒ College 2 years, with specialization in _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *three (3) years of clerical or para-professional experience which involved explaining, verifying, and processing payroll and/or employee benefits information*

Essential knowledge, skills and abilities: *Knowledge of personnel and payroll policy/procedure; business math; methods used in maintaining financial records and reports; office terminology, procedures, equipment and business English. Ability to work under time constraints; communicate effectively, both orally and in writing; understand/follow oral and written instructions; prepare and maintain confidential and complex records and reports; develop and maintain effective working relationships; analyze and evaluate information; operate a computer and utilize common office software programs including word processing, spreadsheet and databases*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 9/18/23

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:

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 2. Position #: 601024708

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

4. Requested Title: Admin Services Assistant

5. Requested Salary: _____

a. Bargaining Unit: CO-OP Hourly Rate: \$18.30 Grade: 6

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

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

7. Justification of Need (use additional sheets as necessary): *This position will report directly to the Principal Admin Services Assistant that is solely responsible for payroll and all in-house HR inquiries and actions for 350+ employees. As a Typist level position, there is no possibility for true cross-training to provide adequate back-up for the Principal. It has also proven impossible to retain an employee in the position long-term. This position upgrade will allow the incumbent to process payroll in the Principal's absence and manage more of the hiring and on-boarding processes for new employees. The high demand for these duties over the past several months have left the Principal struggling to work a normal work schedule and manage all details.*

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 Administration	LOCATION OF POSITION Mexico
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. Title requested: <i>Admin Services Assistant</i>		
PERCENT OF WORK TIME		
15	<i>Assist with securing and distributing civil service lists and applications from HR;</i>	
20	<i>Assist with all aspects of processing payroll in MUNIS - involves reviewing, correcting and advising employees across the department to ensure time is entered correctly and approved only one pay period at a time.</i>	
10	<i>Send reminders to staff about when time must be entered into MUNIS, especially around holiday schedules.</i>	
15	<i>Maintain multiple databases of employee information, department evacuation lists, organizational charts, hyper-reach participants and groups, update online floor plans and employee photo ID books</i>	
10	<i>Serve as resource to all employees to answer questions about timesheets, accruals, and on-call</i>	
10	<i>Schedule employment interviews and host interviewees;</i>	
10	<i>Type and send various letters regarding interviews, hiring, terminations, etc.</i>	
10	<i>Cross-train to serve as back-up to the Principal Admin Svcs Assistant and perform necessary duties in her absence.</i>	
(Attach additional sheets if more space is needed)		

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

NAME	TITLE	TYPE OF SUPERVISION
Elizabeth King	Pr Admin Services Assistant (proposed)	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
n/a		

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

NAME	TITLE	LOCATION OF POSITION
n/a		

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

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

Experience (list amount and type): *three (3) years of clerical or para-professional experience which involved explaining, verifying, and processing payroll and/or employee benefits information*

Essential knowledge, skills and abilities: *Knowledge of personnel and payroll policy/procedure; business math; methods used in maintaining financial records and reports; office terminology, procedures, equipment and business English. Ability to work under time constraints; communicate effectively, both orally and in writing; understand/follow oral and written instructions; prepare and maintain confidential and complex records and reports; operate a computer and utilize common office software programs including word processing, spreadsheet and databases*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 9/18/23

Title: Commissioner

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

7/23/19

(page 4 of 4)

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION
DEPARTMENT OF SOCIAL SERVICES-FURNITURE AND FURNISHINGS FOR
REMAINDER OF 2023 CALENDAR YEAR**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services has identified a need to purchase replacement furniture for 18 interview booths and various staff furnishings throughout the Agency; and

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

RESOLVED, that the County Treasurer be, and he is, authorized to transfer the funds from A6010.511000 ADMIN Salaries and Wages to A6010.521000 Furniture and Furnishings 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 315.983.5000 • fax 315.983.5477

TO: Oswego County Legislature
FROM: Stacy Alvord, Department of Social Services Commissioner
DATE: October 12, 2023
RE: Budget Modification – SSADMIN – Furniture & Furnishings

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Modification requesting a transfer of funds to cover furniture and furnishing expenses for the remainder of CY2023.

BACKGROUND: Furniture and furnishing orders are completed for any desk, chair, file cabinet, bookcase, coat rack, rug, or other furniture need that employees may have. The current Furniture & Furnishings budget line has been exhausted through the purchase of new cubicle walls, ergonomic desks, replacement chairs, bookcases, and bathroom cabinets. Currently, Assistance Programs require replacement of 18 interview booth chairs that are in disrepair.

Alternatives to the transfer of funds from the SSADMIN Salaries & Wages - Regular budget line would be to transfer funds from another fund line that is projected to have an unused balance at the end of the 2023 Calendar Year.

If additional funds are not transferred to the SSADMIN - A6010.521000 – Furniture & Furnishings account, then we will not have enough funds in our budget line to allow the necessary purchase of furniture items through the 2023 Calendar Year.

FISCAL IMPACT: Increase the SSADMIN A6010.521000 Furniture & Furnishings budget line \$4,690.00 and decrease the SSADMIN - A6010.51100 Salaries & Wages - Regular budget line by \$4,690.00. There will be no increase or decrease in the local share for 2023 or any future years due to the transfer of these funds. Reimbursement is as follows: 75% state (\$3518.00) 25% local (\$1,172.00)

Previous budget modification requests have been approved for: R#099 4/09/23 for \$16,500.00 and R#129 5/11/23 for \$3,736.53.

RECOMMENDATION: Approve this budget modification to transfer \$4,690.00 to SSADMIN – A6010 521000 Furniture & Furnishings from SSADMIN – A6010 511000 Salaries & Wages - Regular.

/fw



1-888-952-6937

uline.com

quotes@uline.com

QUOTATION

TO:

OSWEGO COUNTY SOCIAL SERVICES
PO BOX 1320
MEXICO NY 13114-1320

ATTN: JESSICA PRIME

CUST# 11297090

QUOTE #: 3-175306

DATE: 09/18/23

SALES REP: CAROLYNN
MARUSZAK

TERMS: NET 30

FOB POINT: ORIGIN

DELIVERY: BEST WAY

QUANTITY	U/M	ITEM NUMBER / DESCRIPTION	UNIT PRICE	EXT. PRICE
18	EACH	H-9726 VINYL TASK CHAIR SELECT COLOR WHEN ORDERING Lead Time: In stock black -Freight Estimate to Zip Code 13114 via Pitt Ohio \$360 -*Lead Time Subject to Change Upon Receipt of Order	185.00	3,330.00

Any comments on Uline and/or our pricing are greatly appreciated.
Kindly contact customer service at 1-800-295-5510.

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION
DEPARTMENT OF SOCIAL SERVICES REPRODUCTION EXPENSES FOR
REMAINDER OF 2023 CALENDAR YEAR**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services has identified a need to purchase supplies such as envelopes, checks and mandated state forms that require the Oswego County logo to be printed; and

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

RESOLVED, that the County Treasurer be, and he is, authorized to transfer the funds from A6010.511000 Salaries and Wages to A6010.542500 Reproduction Expense 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 315.963.5000 • fax 315.963.5477

TO: Oswego County Legislature

FROM: Stacy Alvord, Department of Social Services Commissioner

DATE: October 12, 2023

RE: Budget Modification – SSADMIN – Reproduction Expenses

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Modification requesting a transfer of funds to cover Reproduction Expenses for the remainder of CY2023.

BACKGROUND: Reproductive orders are required for all supplies that need the Oswego County logo printed on them, such as: envelopes, checks, and state mandated Safety Plan forms. The cost for reproductive orders has doubled for envelopes since 2020 and increased by 20% for checks.

If additional funds are not transferred to the SSADMIN - A6010.542500 - Reproduction Expense account, then we will not have enough funds in our budget line to allow the necessary purchase of envelopes through the 2023 Calendar Year.

FISCAL IMPACT: Increase the SSADMIN A6010.542500 Reproduction Expense budget line \$2,000 and decrease the SSADMIN - A6010.511000 Salaries & Wages - Regular budget line by \$2,000. There will be no increase or decrease in the local share for 2023 or any future years due to the transfer of these funds. Reimbursement is as follows: 75% State (\$1,500.00) and 25% Local (\$500.00).

A previous budget modification request was approved on April 9, 2023, to transfer \$4,200 to A6010 542500 from A6010 511000 Salaries & Wages Reg. R#098 4/09/23.

RECOMMENDATION: Approve this budget modification to transfer \$2,000 to SSADMIN – A6010 542500 Reproduction Expense from SSADMIN – A6010 511000 Salaries & Wages Reg.

/lfw

COUNTY OF OSWEGO

2023

[illegible]

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

***DIRECTOR OF HUMAN RESOURCES**

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE _____

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING AMENDED FEE SCHEDULE FOR INDIGENT
BURIALS**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services amended their indigent burial rates with Legislative approval in September 2022; and

WHEREAS, the Department of Social Services has identified that the September 2022 amendment omitted the Cremation Fee and is requesting that it be added back to the fee schedule; and

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

RESOLVED, that the Commissioner of Social Services be, and she hereby is, authorized to adjust the fee schedule for indigent burials as outlined in the attached Policy and Procedure document and informational memorandum effective October 1, 2022.

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: October 12, 2023

SUBJECT: Indigent Burial Reimbursement Rates

SUMMARY: In accordance with New York State Social Services Law Section 141 and the applicable provisions of the New York State Code Rules and Regulations, a local district must provide for a burial when a TA recipient or other indigent person dies leaving no funds or insurance sufficient to pay the cost and there are no relatives, friends, or other persons liable or willing to take responsibility for the burial expense.

Oswego County amended their indigent burial rates with Legislative approval in September 2022. We are now asking to add a rate for a crematory fee that was inadvertently omitted from the rate schedule as was previously approved.

The chart below shows a description of the rates as approved in 2022, including the cremation fee.

Service	2022 Rate Eff. 10/1/2022	Change %
Direct Burial No Services	\$1900.00	0%
Cremation Fee	\$350.00	
Direct Cremation No Services	\$1650.00	29%
Burial/Cremation With Services	\$2400.00	26%
Stillborn	\$550.00	29%
Transportation Fee	\$2.50/mi	42%
Concrete Rough Box	Actual Cost	

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the presented rate for a cremation fee.

RESOLUTION NO.

October 12, 2023

**RESOLUTION TRANSFERRING FUNDS FROM CAPITAL PROJECT #B0621
SANDY ISLAND BEACH AND INCREASING AUTHORIZATION OF CAPITAL
PROJECT #0121 CO.25 CAMP HOLLIS SHORELINE STABILIZATION**

By Legislator Roy Reehil:

WHEREAS, The County was awarded a New York State Resiliency and Economic Development Initiative REDI Grant of \$500,000.00 to prevent further erosion of the camp Hollis shoreline; and

WHEREAS, COVID-19 delayed the start of the project, Capitol Project No. 0121-CO.25 was established on April 15, 2021. In March 2023 NOIA report issued by the DEC required changes to the original proposal including additional costs; and

NOW, 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 hereby is, authorized to transfer the funds from a previous established Capital Project #B0621 Sandy Island Beach to the accounts shown on the attached budget modification request; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



Oswego 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



Informational Memorandum

Purpose: To transfer funds from Capital Project #B0621 Sandy Island Beach and increase funding for Capital Project # 0121-CO.25 Camp Hollis Shoreline Stabilization Project REDI

Summary: In 2019 The County of Oswego was awarded a New York State Resiliency and Economic Development Initiative REDI grant of \$500,000.00 to prevent further erosion of the Camp Hollis shoreline. COVID 19 created delays in starting the project. Capital Project 0121-CO.25 Camp Hollis Shoreline Stabilization was established on April 15, 2021. In March 2023 the NOIA report issued by the DEC required changes to the original proposal including additional costs. Unused Resiliency and Economic Development Initiative REDI funds are available.

Recommended Action: The department recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the transfer of \$500,000.00 from H529000 B0621 Sandy Island Bridge to H592000 CP121 Camp Hollis REDI Project be approved.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
H	529000	B0621				Decrease CP#B0621 - Sandy Island Bridge	(500,000.00)
H	439890	B0621				State Aid Other - CP#B0621 Sandy Island Bridge	475,000.00
H	450310	B0621				Interfund Transfer - CP#B0621 - Sandy Island Bridge	25,000.00
			H	529000	0121	Increase - CP#0121 - Camp Hollis Shoreline	500,000.00
			H	438970	0121	State Aid Other - CP#0121 Camp Hollis Shoreline	(475,000.00)
			H	450310	0121	Interfund Transfer - CP#0121 Camp Hollis Shoreline	(25,000.00)
						This project to be increase through a transfer of funds	
						decreasing the Sandy Island Bridge REDI Project - CP#B0621	

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

RESOLUTION NO.

October 12, 2023

RESOLUTION AUTHORIZING HEALTH DEPARTMENT FINE SCHEDULE FOR ENVIRONMENTAL SERVICES

By Legislator James Karasek:

WHEREAS, the rates for services rendered through Public Health Law and New York State Sanitary Codes must keep pace with the increased cost of doing business as well as being in line with industry trends; and

WHEREAS, the Director of Public Health has reviewed current rates and is looking to formally set new rates for services; and

WHEREAS, the fiscal impact for 2024 will increase \$29,475 for budgeted revenues in the Environmental Division A4090; and

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

RESOLVED, that this body authorizes the approval of the new fee schedule for Environmental Services; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:

OSWEGO COUNTY

VERA DUNSMOOR, DIRECTOR OF PUBLIC HEALTH
PHONE 315.349.3545



HEALTH DEPARTMENT

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

Informational Memo

Subject: Fine Schedule for Environmental Services

Purpose: To formally set the rates for fines.

Summary: The rates for fines rendered through Public Health Law and New York State Sanitary Codes must keep pace with the increased cost of doing business as well as being in line with industry trends. If we do not agree with the rates and wish to appeal, it is necessary to demonstrate that the governing body by resolution has set the rates. The rates that have been set for 2024 are as attached:

2024 Fiscal Impact: Possible increase in revenue, depending on the number of violations in 2024.

Recommended

Action: The Health Committee recommends approval by the full Legislature of the attached resolution.

**Environmental Health – Proposed Fine Schedule 1/1/24****Existing Fine Schedule in Accordance with ADM-2 Procedure as of March 1995:**

- **Category 1 Imminent Public Health Hazard:**
 - First Offense: \$50
 - Second Offense: \$100
 - Third Offense: Legal or \$200
 - Subsequent Offenses: Legal or doubling of last fine.
- **Category 2 Public Health Hazards**
 - First Offense: \$0
 - Second Offense: \$50
 - Third Offense: \$100
 - Subsequent Offenses: Legal or doubling of last fine.
- **Other Violations:**
 - First Offense: \$0
 - Second Offense: \$25
 - Third Offense: \$50
 - Subsequent Offenses: Legal or doubling of last fine.

Proposed Changes effective 1/1/24:

- **Operating without a valid permit: \$200**
 - Facility opens without proper paperwork/permit.
 - Separate from enforcement policy when applications are sent in late.
- **Category 1 Imminent Public Health Hazard:**
 - First Offense: \$0 (Warning & education given)
 - Following ADM-2 procedures, we can fine for the first offense for this category of violations. We generally choose to educate and correct with a first offense violation.
 - Health Inspector & Director of Environmental Health would discuss major violations in this category to determine if we felt it necessary to fine on the first offense. If so, the fine would be \$100.
 - If we choose to fine on the first offense, each subsequent fine will double.
 - Second Offense: \$100
 - Third Offense: \$200
 - Subsequent Offenses: Legal or doubling of last fine.
- **Category 2 Public Health Hazard:**
 - First Offense: \$0 (Warning & education given)
 - Second Offense: \$100
 - Third Offense: \$200
 - Subsequent Offenses: Legal or doubling of last fine.

- **Other Violations:**
 - First Offense: \$0
 - Second Offense: \$50
 - Third Offense: \$100
 - Subsequent Offenses: Legal or doubling of last fine.

The Environmental Division reserves the right to revoke or suspend a permit to operate for repeated or persistent violations, or when the continued operation of the facility is believed to be an imminent hazard to public health. In this case, a timetable of compliance will be set, and a re-inspection will be conducted to ensure violations have been corrected before allowing to reopen.

Repeat violations may also prevent operators from obtaining any additional permits until compliance is met. (Ex: temporary food service permits, opening other businesses, etc.)

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING THE INCREASE OF BUDGET IN THE
HEALTH DEPARTMENT TO PURCHASE COVID VACCINE**

By Legislator James Karasek:

WHEREAS, since its introduction in 2021, the COVID vaccine was provided at no cost to providers. Beginning September 11, 2023, it was transitioned to a commercial program. Providers will now need to purchase their own supply of vaccine for patients who have commercial insurance; and

WHEREAS, although this change was expected and extra funds were added to the 2023 budget, the cost is significantly higher than anticipated; and

WHEREAS, as this is a mandated service, we are requesting funding to purchase 400 doses of adult vaccine, 100 doses of pediatric vaccine and 90 doses of infant vaccine; and

WHEREAS, increase Biologicals, Medicare and Private Insurance. No increase to local share; and

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



INFORMATIONAL MEMORANDUM

Subject: Commercialization of COVID Vaccine

Purpose: Increase budget to purchase COVID vaccine.

Summary: Since it's introduction in 2021, the COVID vaccine was provided at no cost to providers. Beginning September 11, 2023, it was transitioned to a commercial program. Providers will now need to purchase their own supply of vaccine for patients who have commercial insurance.

Although this change was expected and extra funds were added to the 2023 budget, the cost is significantly higher than anticipated. As this is a mandated service, we are requesting funding to purchase 400 doses of adult vaccine, 100 doses of pediatric vaccine and 90 doses of infant vaccine. While the demand is unknown at this point, we believe this will be an adequate amount to serve the public as well as hold clinics for county personnel who would like to be vaccinated. Vaccine will be purchased as needed, following minimum order requirements. The cost is expected to be reimbursed through private insurance.

Fiscal Impact 2023: Increase Biologicals, Medicare and Private Insurance. No increase to local share.

Fiscal Impact 2024: Increase Biologicals, Medicare and Private Insurance. No increase to local share.

Recommended

Action: The Health Committee approves adding funds to the Biologicals and Private Insurance lines with the corresponding budget modification.

COUNTY OF OSWEGO

10.12.2023

[illegible]

Department Head

Date _____

County Administrator

DATE _____

Director of Human Resource

Date _____

Chairperson

DATE _____

County Treasurer

DATE _____

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING THE CREATION OF TWO POSITIONS IN THE
HEALTH DEPARTMENT (1) SPEECH LANGUAGE PATHOLOGIST AND (1)
CERTIFIED SPECIAL EDUCATION TEACHER**

By Legislator James Karasek:

WHEREAS, The Early Intervention Program is a New York State Mandated program pursuant to the Federal Individual's with Disabilities Education Act reauthorized in 2004. The Early Intervention Program is for children from birth through 2 years of age who have a developmental delay or disability as defined by New York State; and

WHEREAS, by adding a full time Speech Language Pathologist and a Certified Special Education Teacher, would bring our waitlist down to more manageable numbers; and

WHEREAS, utilizing funds from a vacancy in A2980, expenses in A4059 will be increased \$15,452. Revenues will increase \$38,273 resulting in savings of \$22,821; and

WHEREAS, including contractual pay increases, the anticipated savings in local share to expand the Early Intervention program is \$29,426; and

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

RESOLVED, that one Certified Special Education Teacher, SG40, salary of \$58,000, and one Speech Language Pathologist, SG40, salary of \$65,000, positions in the Oswego County Professional Association Bargaining Unit be created; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



INFORMATIONAL MEMORANDUM

Subject: Early Intervention Expansion

Purpose: Expand program to offer more services by the creation of 2 new positions.

Summary: The Early Intervention Program is a New York State Mandated program pursuant to the Federal Individual's with Disabilities Education Act reauthorized in 2004. The Early Intervention Program is for children from birth through 2 years of age who have a developmental delay or disability as defined by New York State.

Oswego County has had capacity issues that started in 2019 and through the last several years, we have seen a bigger capacity issue as contract agencies are losing providers to school districts or moving out of the area. Some counties have moved to hiring their own employees to help fill gaps in services. We have had upwards of 175 children on a waiting list for services which leaves out of compliance with both State and Federal Mandates.

By adding a full time Speech Language Pathologist and a Certified Special Education Teacher, we would be able to bring our waitlist down to more manageable numbers. While any waitlist is a problem, we do need to start thinking proactively on how we can provide services to our most needy children.

Fiscal Impact 2023: Utilizing funds from a vacancy in A2980, expenses in A4059 will be increased \$15,452. Revenues will increase \$38,273 resulting in savings of \$22,821.

Fiscal Impact 2024: Including contractual pay increases, the anticipated savings in local share to expand the Early Intervention program is \$29,426.

Recommended Action: The Health Committee to approve the expansion of the Early Intervention program, creation of 2 new positions and the corresponding budget modification.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Health

DIVISION/UNIT (NUMBER): A4059

A. NEW POSITION REQUEST

1. Position Title Requested: Speech Language Pathologist

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: 65,000 Grade: SG40

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

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

Oswego County has had capacity issues that started in 2019 and through the last several years, we have seen a bigger capacity issue as contract agencies are losing providers to school districts or moving out of the area. Some counties have moved to hiring their own employees to help fill gaps in services. We have had upwards of 175 children on a waiting list for services which leaves out of compliance with both State and Federal Mandates. By adding a full time Speech Language Pathologist, we would be able to bring our waitlist down to more manageable numbers.

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:

7/23/19

-OVER-

(page 1 of 4)

7/23/19

(page 2 of 4)

NEW POSITION DUTIES STATEMENT

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

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE Health		DIVISION, UNIT, OR WORK SECTION A4059	LOCATION OF POSITION Bunner St Complex
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.			
Title requested: <i>Speech Language Pathologist</i>			
PERCENT OF WORK TIME			
70	<i>Provide Direct Services and periodic review and assessment to children to improve their Speech, Language, Communication and Articulation skills for children from Birth to five.</i>		
10	<i>Participate in the development of individualized family services plans/individualized education programs.</i>		
5	<i>Design learning environments and activities that promote the child's acquisition of skills in the area of Speech, Language, Communication and Articulation.</i>		
10	<i>Assess children's current level of functioning in the areas of Speech, Language, Communication, Articulation and Phonological processes.</i>		
5	<i>Prepares and maintains a variety of written records and reports such as session notes, discharge summaries and developmental progress reports.</i>		
	(Attach additional sheets if more space is needed)		

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

NAME	TITLE	TYPE OF SUPERVISION

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

NAME	TITLE	TYPE OF SUPERVISION

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

NAME	TITLE	LOCATION OF POSITION

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

Education: ☐ High School _____ years
☒ College 6 years, with specialization in Speech Language Pathology
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *A minimum of two years working in the home or community setting with children with speech needs from birth through 5.*

Essential knowledge, skills and abilities: *Thorough knowledge of the principles and practices of special education; thorough knowledge of children with special needs and socio-economic factors affecting children with special needs; good knowledge of community resources available to support or supplement the child's plan; ability to organize and analyze data and prepare records and reports.*

Type of license or certificate required: SLP, CCC

7. The above statements are accurate and complete.

Date: 9/18/2023

Title: Director of Programs for CSN

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: Health

DIVISION/UNIT (NUMBER): A4059

A. NEW POSITION REQUEST

1. Position Title Requested: Special Education Teacher

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: 58,000 Grade: SG40

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

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

Oswego County has had capacity issues that started in 2019 and through the last several years, we have seen a bigger capacity issue as contract agencies are losing providers to school districts or moving out of the area. Some counties have moved to hiring their own employees to help fill gaps in services. We have had upwards of 175 children on a waiting list for services which leaves out of compliance with both State and Federal Mandates. By adding a full time Certified Special Education Teacher, we would be able to bring our waitlist down to more manageable numbers.

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 Health	DIVISION, UNIT, OR WORK SECTION A4059	LOCATION OF POSITION Bunner St Complex
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		
Title requested: <i>Special Education Teacher</i>		
PERCENT OF WORK TIME		
70	<i>Provide direct services and periodic review and assessment to children to improve cognitive, and social emotional functioning in children age birth to five.</i>	
10	<i>Participate in the development of individualized service plans/individualized education programs.</i>	
5	<i>Design learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas including cognitive processes and social/emotional interactions.</i>	
10	<i>Assess children's current level of functioning in the five developmental domains including, Cognitive, Social/Emotional, Communication, Adaptive Functioning and Motor functioning.</i>	
5	<i>Prepares and maintains a variety of written records and reports such as session notes, discharge summaries and developmental progress reports.</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
Vera Dunsmoor	Director of Public Health	General

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

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

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

NAME	TITLE	LOCATION OF POSITION
------	-------	----------------------

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

Education: ☐ High School _____ years
☒ College 6 years, with specialization in Special Education
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *A minimum of two years of working with infants and toddlers in a home or community based setting.*

Essential knowledge, skills and abilities: *Thorough knowledge of the principles and practices of special education; thorough knowledge of children with special needs and socio-economic factors affecting children with special needs; good knowledge of community resources available to support or supplement the child's plan; ability to organize and analyze data and prepare records and reports.*

Type of license or certificate required: Possession of a current New York State Certification as a Special Education Teacher.

7. The above statements are accurate and complete.

Date: 9/18/2023

Title: Director of Programs for CSN

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

10.12.2023

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A4059	427700	ESCR				El: Local	\$ (38,273.00)
A2980	511000					Spec Ed Admin: Salaries	\$ (10,000.00)
A2980	590308					Spec Ed Admin: Fringe	\$ (765.00)
			A4059	511000		El: Salaries	\$ 21,288.00
			A4059	544200		El: Fuel	\$ 1,500.00
			A4059	544400		El: Mileage	\$ 800.00
			A4059	545500		El: Supplies	\$ 1,000.00
			A4059	590308		El: Social Security	\$ 1,628.53
						Expand Early Intervention Program	

Department Head	Date	County Administrator	DATE
Director of Human Resource	Date	Chairperson	DATE
		County Treasurer	DATE

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING HEALTH DEPARTMENT
VEHICLE LEASES (4 VEHICLES)**

By Legislator James Karasek:

WHEREAS, OCHD currently has a Master Lease Agreement with Enterprise Fleet Management for the leasing of Health Department vehicles; and

WHEREAS, OCHD is requesting approval to trade in 4 county owned vehicles and execute five-year leases for four vehicles; and

WHEREAS, Vehicles are eligible for Article 6 reimbursement. Vehicle Lease increase of \$19,300 and Article 6 increase of \$13,510 resulting in an anticipated Local Share increase of \$5,790; and

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

RESOLVED, that this body authorizes trade-in of four vehicles and leave of four vehicles for the Health Department; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:

**INFORMATIONAL MEMORANDUM****Subject:** Vehicle Leases**Purpose:** Trade in 4 county owned vehicles for Enterprise leased vehicles.

Summary: OCHD currently has a Master Lease Agreement with Enterprise Fleet Management for the leasing of Health Department vehicles. In 2019, when the agreement with Enterprise was signed, a plan was put into place to transfer county owned vehicles to leases once they reached 5 years of age. This plan was put on hold through COVID as vehicles were not being utilized fully during the emergency. However, OCHD has now identified 4 county owned vehicles in need of replacement due to age and/or mileage. The overall number of vehicles in the fleet will remain unchanged.

Due to high demand, potential increases in lease pricing and longer than usual lead times for ordering vehicles, OCHD is requesting approval to trade in 4 county owned vehicles and execute 5 year leases for 4 vehicles. This will allow the vehicles to be ordered in 2023 and available for use in 2024. Vehicles will have the required equipment and logo installed.

Fiscal Impact 2024: Vehicles are eligible for Article 6 reimbursement. Vehicle Lease increase of \$19,300 and Article 6 increase of \$13,510 resulting in an anticipated Local Share increase of \$5,790. A budget modification is not necessary as funding will be included in the 2024 budget.

Fiscal Impact 2025: No additional impacts from the above.

Recommended

Action: The Health Committee to approve the trade in of 4 county owned vehicles and execution of 5-year lease agreements for 4 vehicles.

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION CENTRAL
SERVICES SUPPLEMENT EXISTING CAPITAL PROJECT TO FUND
COMPUTER UPGRADES**

By Legislator Paul House:

WHEREAS, this body has heretofore established Capital Project No. T0123 with a maximum authorization of \$700,000.00; and

WHEREAS, the Central Services Director has identified the need to supplement this capital project for updating end-of-life County computers, with a maximum authorization of \$ 50,000.00; and

NOW, on recommendation of the Infrastructure & Technology Committee of this body, with the approval of the Finance and Personnel Committee; be it

RESOLVED, that the Treasurer is hereby authorized to transfer \$ 50,000.00 from the Technology Reserve – CR# 145 to the designated Capital Project T0123 and that the project is hereby authorized for the maximum.

Capital Project

Total Authorization

CP No. T0123

\$750,000

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

YES:

NO:

ABSENT:

ABSTAIN:



Greg Powlin
Director

COUNTY OF OSWEGO
CENTRAL SERVICES DEPARTMENT

39 Churchill Road
Oswego, New York 13126

Phone: (315) 349-3526

TO: Phil Church, County Administrator
Leg. Paul House, I&T Committee Chairman
Infrastructure & Technology Committee Members

FROM: Greg Powlin, Director of Central Services

DATE: September 18, 2023

RE: Capital Project # T0123 Supplement

INFORMATIONAL MEMORANDUM

SUBJECT: Request for \$50,000 supplement to existing capital project to fund replacement of end-of-life computers.

BACKGROUND: Desktop and laptop computers typically have a useful life of 5-7 years. The Central Services department replaces end-of-life computers on an ongoing basis, with roughly 20% of the 1100+ device fleet being replaced annually.

Updating end-of-life devices helps to ensure County employees have reliable, well-performing technology resources to perform their respective duties.

Some portion of routine computer replacements are funded from individual department's operational budgets or via grant funds.

Computer and peripheral purchases are also necessary for net-new positions.

FISCAL IMPACT: This request requires a \$50,000 supplement to existing project # T0123. This is a net cost to the County via a transfer from the Technology Reserve fund.

RECOMMENDATION: Transfer \$50,000 from the Technology Reserve to supplement established Capital Project T0123 for the expenditure described above.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

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

RESOLUTION NO.

October 12, 2023

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO.: E0323 OSWEGO
COUNTY AIRPORT - ELECTRIC VEHICLE AND CHARGING STATION
ACQUISITION AND INSTALLATION**

By Legislator Paul House:

WHEREAS, the County of Oswego has accepted a Federal Aviation Administration Grant (AIP PROJECT NUMBER: 3-36-0031-057-2023) in the amount of \$149,685.00 for the acquisition of two (2) zero emission vehicles (ZEV) and two (2) charging stations to be installed at the Oswego County Airport; and

WHEREAS, this AIP grant is ninety (90) percent Federal funds (\$149,685.00), five (5) percent New York State Funds (\$8,316.00) funds and has a local county share of five (5) percent (\$8,316.00) for a total project cost of \$166,317.00; and

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

RESOLVED, that the Treasurer be, and is hereby, authorized to transfer the sum of \$166,317.00 from Unappropriated Fund Balance to Capital Project Number E0323 Oswego County Airport Electric Vehicle and Charging Station Acquisition and Installation and that the following capital project is hereby authorized for the maximum expenditure as indicated hereinbelow:

<u>Capital Project No.: E0323</u>	<u>Total Authorization</u>
Oswego County Airport	
Electric Vehicle & Charging	\$166,317.00
Station Acquisition and Installation	

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

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



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

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

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

INFORMATIONAL MEMORANDUM

SUBJECT: To establish a Capital Project utilizing funds acquired from the FAA, NYS and a local share through the Zero Emissions Vehicle (ZEV) program.

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, Finance and Personnel Committee, and the Oswego County Legislature approve establishing a Capital Project to purchase two electric pickup trucks and two charging stations including installation.

SUMMARY: The Airport received a grant offer from the FAAs Zero Emissions Vehicle (ZEV) program totaling \$166,317. This grant will be 90% Federal (\$149,685), 5% State (\$8,316) and a Local Share of 5% (\$8,316) and will be used to fund the purchase of two electric pickup trucks along with two charging stations including installation. The local share will be funded from Capital Reserve 146, Highway and Automotive Equipment.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, Finance and Personnel Committee, and the Oswego County Legislature to establish CP# E0323 with a total authorization level of \$166,317.00.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

DEPARTMENT HEAD	DATE
*DIRECTOR OF HUMAN RESOURCES	DATE
*If Personnel Services are impacted	

COUNTY ADMINISTRATOR	DATE
CHAIRPERSON	DATE
COUNTY TREASURER	DATE

RESOLUTION NO.

October 12, 2023

**RESOLUTION TO AMEND TO ADD ADDITIONAL EQUIPMENT TO
CAPITAL PROJECT NO. 0423 HIGHWAY EQUIPMENT CAPITAL PROJECT**

By Legislator Paul House:

WHEREAS, this body has established Capital Project No. 0423 to add a Longarm mower; and

WHEREAS, this additional equipment is reimbursed by CHIPS and there is still a balance to be used to get the reimbursement; and

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

RESOLVED, that the Highway Superintendent can purchase a Longarm mower under Capital Project # 0423

Capital Project No. 0423

Total Authorization

Highway Equipment

\$ 145,820.00

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

YES:

NO:

ABSENT:

ABSTAIN:



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

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

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

TO: Oswego County Legislators
FROM: Shawn Walker, Highway Superintendent
DATE: October 12, 2023
RE: Adding additional equipment to CP# 0423

SUBJECT: Amend to add a Longarm mower to CP# 0423.

BACKGROUND: CP# 0423 Equipment is reimbursed by CHIPS. There is a current balance of \$223,808.09 and the Longarm mower is \$145,820.00. It would leave a balance of \$77,988 for future equipment that can be purchased for CHIPS.

FISCAL IMPACT: None.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the add of a Longarm mower to CP# 0423.

Shawn Walker
Highway Superintendent

Date

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION
BUILDINGS AND GROUNDS – GAS & HEATING FUEL**

By Legislator Paul House:

WHEREAS, The Buildings and Grounds Department requests a Budget Modification to transfer sixty thousand dollars per the attached budget modification. This is to cover a short fall in the Gas & Heating fuel budgetary line of the 2023 Buildings and Grounds budget; and

NOW, upon recommendation of the Infrastructure, Facilities & Technology Committee of this body, with the approval of the Finance and Personnel Committee; be it

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



Richard Doten
Superintendent

COUNTY OF OSWEGO
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street
Oswego, New York 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

TO: Oswego County Legislature
FROM: Rick Doten, Superintendent
DATE: September 19, 2023
RE: Budget Modification – Gas & Heating fuel

SUBJECT: Budget Modification transferring funds from Unappropriated Fund Balance to Gas & Heating Fuel (A1620 541800).

BACKGROUND:

The Buildings and Grounds department is anticipating a short fall in the budget line A1620 541800– Gas & Heating Fuel due to the increase in gas and heating fuel rates.

FISCAL IMPACT: None

RECOMMENDATION: The Buildings and Grounds recommends that the Infrastructure, Facilities & Technology Committee, Finance and Personnel Committee and the Legislature approve this budget modification to transfer funds from Appropriated Fund Balance to Gas & Heating Fuel.

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

[illegible]

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

*DIRECTOR OF HUMAN RESOURCES	DATE
------------------------------	------

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE _____

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION
BUILDINGS AND GROUNDS - OVERTIME**

By Legislator Paul House:

WHEREAS, The Buildings and Grounds Department requests a Budget Modification to transfer fourteen thousand dollars (\$14,000) per the attached budget modification. This is to cover a short fall in the Overtime budgetary line of the 2023 Buildings and Grounds budget; and

NOW, upon recommendation of the Infrastructure, Facilities & Technology Committee of this body, with the approval of the Finance and Personnel Committee; be it

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



Richard Doten
Superintendent

COUNTY OF OSWEGO
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street
Oswego, New York 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

TO: Oswego County Legislature
FROM: Rick Doten, Superintendent
DATE: September 19, 2023
RE: Budget Modification – Overtime

SUBJECT: Budget Modification transferring funds from Salaries & Wages to Overtime.

BACKGROUND:

The Buildings and Grounds department is anticipating a short fall in the budget line A1620 512000 – Overtime due to the remodeling of the Department of Social Services bathrooms in the first part of 2023. The work needed to be completed after regular business hours and during the weekends in order to limit the inconvenience of the employees and clients that are in the building during regular business hours.

The remaining bathrooms needing remodeling will begin again in late fall or early winter when outside project cannot be completed. Additional overtime will be needed for emergencies and snow removal.

FISCAL IMPACT: None

RECOMMENDATION: The Buildings and Grounds recommends that the Infrastructure, Facilities & Technology Committee, Finance and Personnel Committee and the Legislature approve this budget modification to transfer funds from Salaries & Wages A1620 511000 to Overtime A1620 512000.

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

[illegible]

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

*DIRECTOR OF HUMAN RESOURCES	DATE
------------------------------	------

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE _____

RESOLUTION NO.

October 12, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 23-PURC-001 – ON-LINE AUCTIONS OF SURPLUS COUNTY GOODS**

By Legislator Laurie Mangano:

WHEREAS, the County issued a request for proposal for a vendor to provide On-line Auctions of Surplus County Goods; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 23-PURC-001) from multiple qualified firms to provide On-line Auctions of Surplus County Goods; and

WHEREAS, the Oswego County Health Department and Oswego County Purchasing Department have reviewed the proposal received and determined the proposal from Collar City, Inc., Delanson, NY 12053 meets the County's needs; and

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Finance and Personnel Committee that the County of Oswego awards the professional service contract for providing On-line Auctions of Surplus County Goods, to Collar City, Inc., 9423 Western Turnpike, Delanson, NY 12053 at no cost to Oswego County; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY PURCHASING

46 E Bridge Street, Oswego NY 13126
 Phone (315)326-6050 Fax (315)342-2468
 Email: Purchasing@Oswegocounty.com

RFP 23-PURC-001 – On-line Auctions of Surplus County Goods

Name of Company	Location	Fee Structure	Evaluation Rating	Required Documentation PRCS/PIS/SHC/NCC/RFC
Absolute Auctions & Realty, Inc.	45 So. Ave., PO Box 1739 Pleasant Valley, NY 12569	See attachment	86.5	X X X X X
Auctions International, Inc.	11167 Big Tree Road E. Aurora, NY 14052	See attachment	92.0	X X X X X
Collar City Auctions, Inc.	9423 Western Turnpike Delanson, NY 12053	See attachment	96.8	X X X X X
JJ Kane Auctions	33 Inverness Center Pkwy Birmingham, AL 35242	See attachment	85.3	X X X X X
Liquidity Services Operations LLC dba GovDeals	100 Capital Commerce Blvd, Ste 110 Montgomery, AL 36117	See attachment	90.8	X X X X N/A
Roy Teitsworth, Inc. (RTI Auctions)	6497 Barber Hill Road Geneseo, NY 14454	See attachment	87.5	X X X X X

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

Solicitation Process: RFP 23-PURC-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on July 28, 2023. It was also sent directly to the following five (5) vendors:

Absolute Auctions & Realty, Inc.
 Auctions International, Inc.
 Collar City Auctions Realty

Alex Lyon & Son
 Brzostek's Auction Service, Inc.

Number of Responses: six (6)

RFP 23-PURC-001 Evaluation (continued)

<p>Absolute Auctions & Realty, Inc.</p>	<p>Pro</p> <ul style="list-style-type: none"> • NY-based company • In business over 40 years • No cost to Oswego County <p>Con</p> <ul style="list-style-type: none"> • BP fee schedule complicated • Not a lot of experience with counties
<p>Auctions International, Inc.</p>	<p>Pro</p> <ul style="list-style-type: none"> • NY-based company • Very experienced • Easy to work with (work with them now on surplus auctions) • No cost to Oswego County <p>Con</p> <ul style="list-style-type: none"> • BP fee structure complicated • May take up to 20 days to receive payment
<p>Collar City Auctions, Inc.</p>	<p>Pro</p> <ul style="list-style-type: none"> • NY-based company • Straight-forward process • Have worked with them (real estate auctions) • No cost to Oswego County <p>Con</p> <ul style="list-style-type: none"> • Highest BP fee structure
<p>JJ Kane Auctions</p>	<p>Pro</p> <ul style="list-style-type: none"> • Organized process • Strong digital & marketing process <p>Con</p> <ul style="list-style-type: none"> • There is a cost to Oswego County • Not a NY-based company • Can't comply with some of our insurance requirements
<p>Liquidity Services Operations LLC dba GovDeals</p>	<p>Pro</p> <ul style="list-style-type: none"> • NY municipal experience • No cost to Oswego County <p>Con</p> <ul style="list-style-type: none"> • Not a NY-based company • Only 2 representatives to service all of their NY state clients

RTI Auctions	<div>Pro</div> <ul style="list-style-type: none">• Located in Geneva, NY• Have done auctions with municipalities• No cost to Oswego County <div>Con</div> <ul style="list-style-type: none">• BP fee structure complicated• Not sure of their implementation plan
--------------	--

Proposals Reviewed By:

Holly Carpenter, Kevin Gardner, Laurie Mangano, and Tim Stahl

Evaluation Summary: The evaluation committee reviewed and rated the proposal according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to **Collar City Auctions**.

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

Evaluation Comparison
RFP 23-PURC-001 On-line Auctions of Suplus County Goods

Total Poin	Evaluation Criteria	ABSOLUTE AUCTIONS AND REALTY				AUCTIONS INTERNATIONAL			
	Evaluator	HFC	KG	LM	TS	HFC	KG	LM	TS
35	Experience & Qualifications	30	30	25	33	35	30	32	34
35	Auction Procedures	35	34	25	31	34	30	29	34
30	Compensation and/or Buyers Premium Fee Structure	27	25	25	26	28	28	29	25
100	Total Points	92	89	75	90	97	88	90	93
Rating per Evaluation		86.5				92.0			

Total Poin	Evaluation Criteria	COLLAR CITY AUCTIONS				JJ KANE			
	Evaluator	HFC	KG	LM	TS	HFC	KG	LM	TS
35	Experience & Qualifications	35	35	32	34	33	34	27	33
35	Auction Procedures	34	35	33	34	30	33	33	31
30	Compensation and/or Buyers Premium Fee Structure	28	30	28	29	15	27	25	20
100	Total Points	97	100	93	97	78	94	85	84
Rating per Evaluation		96.8				85.3			

HFC - Holly Carpenter
KG - Kevin Gardner

LM - Laurie Mangano
TS - Tim Stahl

RFP 23-PURC-001 On-line Auctions of Suplus County Goods

Total Poin	Evaluation Criteria	LSO LLC., GOV DEALS				RTI			
	Evaluator	HFC	KG	LM	TS	HFC	KG	LM	TS
35	Experience & Qualifications	33	30	25	33	33	33	28	34
35	Auction Procedures	32	34	29	30	33	30	29	29
30	Compensation and/or Buyers Premium Fee Structure	28	30	30	29	25	25	25	26
100	Total Points	93	94	84	92	91	88	82	89
Rating per Evaluation		90.8				87.5			

HFC - Holly Carpenter
KG - Kevin Gardner

LM - Laurie Mangano
TS - Tim Stahl

RFP 23-PURC-001 – On-line Auctions for Surplus County Goods

Proposer Reply Cover Sheet

Scaled Proposals are due by **2:30 p.m., Wednesday, August 16, 2023**, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus): Buyer's Premium	10 %	10 %	10 %	10 %	10 %
Vehicles/Equipment sold within three (3) years of manufacture date	4%	4%	4%	4%	4%
Vehicles/Equipment sold within two (2) years of manufacture date	3%	3%	3%	3%	3%
Sliding Scale buyer's premium for Vehicles/Equipment with bids exceeding \$100,000	8.5%	8.5%	8.5%	8.5%	8.5%

Federal ID #: 14-1722898

M/WBE Status: N/A

Taylor Robinson

Absolute Auctions & Realty, Inc

Type or Print Name

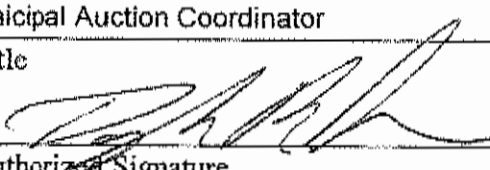
Firm

Municipal Auction Coordinator

45 South Avenue, P.O. Box 1739

Title

Address


Authorized Signature

Pleasant Valley, NY 12569

8/14/23
Date

(845) 835-3169

/ (845) 835-5140

Telephone Number / Fax Number

Please attach any additional information to this sheet.

RFP 23-PURC-001 – On-line Auctions for Surplus County Goods

Proposer Reply Cover Sheet

Scaled Proposals are due by **2:30 p.m., Wednesday, August 16, 2023**, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus):					
Buyer's Premium (Standard)	10 %	10 %	10 %	10 %	10 %
Buyers premium - Vehicles/Equip. within 3 years of Manuf. date	5 %	5 %	5 %	5 %	5 %
Buyers premium - Vehicles/Equip. within 2 years of Manuf. date	4 %	4 %	4 %	4 %	4 %
Optional credit card payment method (in addition to BPrate)	4 %	4 %	4 %	4 %	4 %

Federal ID #: 32-0038079

M/WBE Status: N/A

RS Kligiewicz, III

Type or Print Name

Operations Manager

Title

[Signature]

Authorized Signature

8/14/2023

Date

Audians International, Inc.

Firm

1167 Big Tree Rd. E. Aurora, NY 14058

Address

(607) 536-1401 / (607) 569-3334

Telephone Number / Fax Number

Please attach any additional information to this sheet.

RFP 23-PURC-001—ON-LINE AUCTIONS FOR SURPLUS COUNTY GOODS

Proposer Reply Cover Sheet

Scaled Proposals are due by 2:30 p.m., Wednesday, August 16, 2023, at Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus): Buyer's Premium	18%	18%	18%	18%	18%
Note: We Do All The Work For You. We do not charge for taking photographs, lotting and we do not require you to complete lengthy informational data sheets for each lot and then email them to us.					

Federal ID #: 87-4835599

M/WBE Status: N/A

Randy Passonno
Type or Print Name

Collar City Auctions, Inc.
Firm

President
Title

9423 Western Turnpike
Address


Authorized Signature

Delanson, New York 12053

August 1, 2023
Date

(518) 895-8150 / (518) 895-8152
Telephone Number / Fax Number

Section 1 – Proposal Additional Documentation

Proposer Reply Cover Sheet

RFP 23-PURC-001 – On-line Auctions for Surplus County Goods

Proposer Reply Cover Sheet

Scaled Proposals are due by 2:30 p.m., Wednesday, August 16, 2023, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus): Buyer's Premium	12 %	12 %	12 %	12 %	12 %
Auction Commission Fee to Seller: <i>charged to Oswego County</i>	3 %	3 %	3 %	3 %	3 %
*Annual seller commission increases may be imposed; any increase is subject to discussion and will never exceed 0.5%, with a total cap of 5% during the term of the contract.					

Federal ID #: 22-2948211

M/WBE Status: N/A

Breanna Sullivan

Type or Print Name

Technical Sales Representative

Title

Breanna Sullivan

Authorized Signature

August 11, 2023

Date

JJ Kane Auctions

Firm

33 Inverness Center Parkway

Address

Birmingham, AL 35242

(856) 764-7163 / ()

Telephone Number / Fax Number

Please attach any additional information to this sheet.

RFP 23-PURC-001 – On-line Auctions for Surplus County Goods**Proposer Reply Cover Sheet**

Sealed Proposals are due by **2:30 p.m., Wednesday, August 16, 2023**, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus): Buyer's Premium	8 %	8 %	8 %	8 %	8 %

Federal ID #: 52-2293687M/WBE Status: N/AMichael Price

Type or Print Name

Vice President, Revenue

Title

Michael Price

Authorized Signature

8/8/2023

Date

Liquidity Services Operations LLC dba GovDeals
Firm100 Capitol Commerce Blvd., Ste. 110
AddressMontgomery, AL 36117(351) 215-8013 / (334) 387-0519
Telephone Number / Fax NumberPlease attach any additional information to this sheet.

RFP 23-PURC-001 – On-line Auctions for Surplus County Goods

Proposer Reply Cover Sheet

Sealed Proposals are due by **2:30 p.m., Wednesday, August 16, 2023**, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items		Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus):						
Buyer's Premium		%	%	%	%	%
The Buyer's Premium scale will be used for all years.						
Bid Price	Buyer's Premium					
\$0 - \$9,999.99	10%					
\$10,000 - \$24,999.99	8%					
\$25,000 - \$49,999.99	7%					
\$50,000 - up	6%					

Federal ID #: 16-1122864

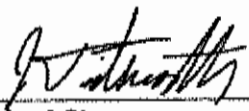
M/WBE Status: NA

Jesse Teitworth

Type or Print Name

Vice President

Title


Authorized Signature

August, 11, 2023

Date

Roy Teitworth Inc.

Firm

6497 Barber Hill Rd, Geneseo, NY 14454

Address

(585) 243-1563 / (585) 243-3311

Telephone Number / Fax Number

Please attach any additional information to this sheet.

RESOLUTION NO.

October 12, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT TO
PROVIDE THIRD-PARTY ADMINISTRATION SERVICES FOR OSWEGO
COUNTY SELF INSURED HEALTH AND PHARMACY BENEFIT PROGRAM-
HUMAN RESOURCES DEPARTMENT**

By Legislator Laurie Mangano:

WHEREAS, the Human Resources Department entered into an agreement with BPAS Actuarial and Pension Services, LLC, an independent consulting firm, to assist in the solicitation and evaluation of proposals (RFP #23-HR-002) for third-party administration services related to Oswego County's Self-Insured Health and Pharmacy Benefit Program; and

WHEREAS, three (3) proposals were received and evaluated based upon their ability to meet critical areas of concern such as ability to provide basic service requirements, pricing and administrative fees, network adequacy, performance guarantees, rebate arrangements, and contract terms and conditions; and

WHEREAS, BPAS presented their results of their evaluation to an advisory committee of County representatives; and

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

RESOLVED, that the Oswego County Legislature award the professional service contract to: Excellus, to include Med+Rx, for professional services to Oswego County, for one (1) year, with the option of four (4) one (1) year renewals, at a cost of \$35.22 per employee per month, with an implementation date of January 1, 2024; and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Officer, Human Resources Director, and Purchasing Director shall be their authority to affect the procurement of services.

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

YES:

NO:

ABSENT:

ABSTAIN:



Julie A. Bell
Director of Human Resources

OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT

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

INFORMATIONAL MEMORANDUM

SUBJECT: Awarding of a contract to provide third-party administration services for the Oswego County Self Insured Health and Pharmacy Benefit Program.

SUMMARY: In anticipation of the expiration of the existing contracts with UMR and ProAct, the independent consulting firm of BPAS Actuarial and Pension Services, LLC was selected to solicit proposals from vendors interested in serving as third-party administrator for the Oswego County Self-Insured Health and Pharmacy Benefit Program. Proposals were received from three (3) vendors.

With the assistance of BPAS, an advisory committee consisting of representatives from the County Administrator's Office and Human Resources Department, reviewed results of the evaluation of proposals presented by BPAS.

The Committee weighed each proposal focusing on the following:

1. Network Pricing
2. Provider Network Adequacy
3. Administrative Costs
4. Performance Guarantees
5. Plan Design (Ability to provide equal to or better benefits)
6. Ancillary services
7. Proposer Qualifications and References
8. Client Support Services
9. Member Services
10. Claim Adjudication Services
11. Utilization Management
12. Mandatory Documentation
13. Rebate Arrangements

The recommended vendor will provide services at a cost of \$35.22 per employee per month for health and Rx.

The Advisory Committee unanimously recommended that Oswego County enter into a one (1) year contract, with the option of four (4) one (1) year renewals, with Excellus for professional services to Oswego County for its Self-Insured Health Program, which includes Med+Rx for its Self-Insured Pharmacy Benefit Program.

RECOMMENDED ACTION:

The Advisory Committee recommends that the Finance and Personnel Committee and Oswego County Legislature authorize a one (1) year contract, with the option of four (4) one (1) year renewals, with Excellus, to include Med+Rx, with an implementation date of January 1, 2024.

Oswego County
Comparison of Medical and Prescription Drug Third Party Administrator RFP Alternatives for 2024
Executive Summary ⁽¹⁾

Enrolled Contracts: 993		Incumbent (UMR + ProAct)	UMR & OptumRx	Excelsior (Med + Rx)	Excelsior & ProAct
Projected Annual Costs/(Savings)					
Estimated Claims Cost ⁽²⁾					
Medical		\$11,781,000	\$11,781,000	\$10,789,000	\$10,789,000
Prescription Drug		\$5,301,000	\$4,241,000	\$4,967,000	\$5,301,000
Estimated Annual Admin Fee over 3 Yr Term ⁽³⁾		\$357,000	\$329,000	\$409,000	\$456,000
Estimated Costs					
(Claims Cost + Admin Fees)		\$17,439,000	\$16,351,000	\$16,165,000	\$16,546,000
Estimated Range of Costs/(Savings)		N/A	(\$1,088,000)	(\$1,274,000)	(\$893,000)
Performance Guarantees					
Overall Competitiveness of Performance Guarantees			Moderately Competitive for 2024 Moderate level of fees at risk, but high trend for full payout eligibility. No guarantee for 2025+	Moderately Competitive for 2024 Moderate amount of fees at risk with dollar for dollar payment of excess claims. Reasonable trend assumed in guarantee No guarantee for 2025+	
Network Information					
2022 Commercial Book of Business Discounts All Services			48.53%	49.92%	
Access					
3 PCPs in 15 mile radius			99.60%	99.50%	
3 Pediatricians in 15 mile radius			92.70%	83.53%	
Client Service Team					
Dedicated Customer Service Team		UMR offered no proposed change to current customer service team. Designated Account Executive (Adrienne Esposito), Field Account Manager (Marcy Lease) and Customer Specialist (Kim Leote). This dedicated team has approximately 25 clients with 22,000 members. This team will participate in onsite enrollment meetings with three weeks notice. NOTE: this team has never offered to come on-site.		Designated team located in Syracuse/Rochester with Account Manager (Jeff Andrews) and Account Service Consultant (Brandi Zike). This dedicated team has approximately 4 clients with 30,000 members. This team will participate in onsite enrollment meetings.	
Other Information					
Rx Network Information		No Rx disruption, Can participate in a 2025 Rx RFP with Onondaga County and the City	Rx formulary has 515 excluded drugs, including Firdapse.	Rx formulary has 39 excluded drugs. Firdapse is included on formulary.	No Rx disruption, Can participate in a 2025 Rx RFP with Onondaga County and the City
Fee Credits		Offering a 1 month admin fee holiday totaling approximately \$27,000	Offering a 1 month admin fee holiday totaling approximately \$24,000	Offering a 2 month admin fee holiday, \$50,000 implementation credit, \$15,000 annual wellness fund, \$35,000 pharmacy buy-up fund, \$12 per member pharmacy implementation allowance totaling approximately \$220,000	Offering a 2 month admin fee holiday and \$25,000 implementation credit totaling approximately \$115,000

This exhibit has been prepared solely for the use of Oswego County and contains proprietary and confidential data that cannot be disclosed to outside parties.

⁽¹⁾ Oswego County Purchasing extended this RFP to UMR (the incumbent), Excelsior, Aetna, and MVP. MVP declined to produce a bid, and Aetna did not provide a completed proposal for the Pharmacy Benefit Manager portion. Aetna did provide a complete proposal for medical TPA services; those details are available in the full analysis. ProAct (the PBM incumbent) was also given an opportunity to improve their pricing terms and declined to do so.

⁽²⁾ Above analysis determining estimated cost/(savings) is based on the distribution of Inpatient, Outpatient, and Physician & Other Active and pre-Medicare Claims from the discount analysis. The percentage range estimates are applied to the January 2022 - July 2023 paid medical claims costs on an Allowed Amount basis (\$19M Total). Network adjustments are estimated based on each plan's proposal submission. These data are best understood as comparisons of the relative value of the proposed networks. They are not actuarial projections of 2024 plan costs and have not been audited.

⁽³⁾ Administrative fee is calculated as the average over the initial 3 year contract from 2024-2026 and include current services such as Nurse Line and Telemedicine. Administrative fees include fees for retiree billing, FSA and HRA administration, and disease management.

RESOLUTION NO.

October 12, 2023

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT
ACCOUNTING SERVICES FOR COUNTY TREASURER'S OFFICE**

By Legislator Laurie Mangano:

WIHEREAS, Oswego County has been continuing to improve their accounting and auditing services; and

WHEREAS, Oswego County contracted with ProNexus to provide Accounting and Auditing services. This is to maintain an effective overall accounting monitoring process for Oswego County funds; and

WIHEREAS, The Treasurer's office will utilize ProNexus as third-party accounting company to do any required accounting functions. As per the agreement, contract can not to exceed \$65,000. Proxenus will be paid on the agreed upon fee schedule; and

NOW, THEREFORE, BE IT RESOLVED, that the Oswego County Treasurer is hereby authorized and directed to execute a contract, on behalf of Oswego County, with Proxenus for the accounting /auditing services effective upon adoption of this resolution.

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

YES:

NO:

ABSENT:

ABSTAIN:

Oswego County Treasurer's Office



Kevin L. Gardner, *Treasurer*
Brian D. Twiss, *Deputy Treasurer*

County Building
46 East Bridge Street
Oswego, New York 13126
Phone: (315) 349-8393
Fax: (315) 349-8255

10/3/23

INFORMATIONAL MEMORANDUM

Subject: RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT
ACCOUNTING SERVICES FOR COUNTY TREASURER'S OFFICE

Background: The Treasure's office is down 2 individuals. To perform key departmental accounting responsibilities, the Treasurer's office needs to enter a service contract to do bank entries as well as reconciliation of accounts. ProNexus will be able to do audits when required. The Treasurer's is continuing to look to fill the accountant position.

ProNexus will come in and perform this review in conjunction with the key activities and tasks as required by the project and as directed by your leadership team. While performing the work, we will also identify any recommendations or best practices to optimize your Accounts Payable and Vendor Management process, if any. In addition, ProNexus will come in an maintain productivity for you in conjunction with some of the tasks that your Accountant was performing. Some of the activities may include performing cash receipts, bank reconciliations on two (2) active County accounts which are performed with the Munis system, and any other activities as directed by Robin McMillen, Chief Accountant.

This solution will allow Oswego County the opportunity to 1) address immediate requirements, 2) maintain productivity, 3) maintain work life balance for the remaining staff, and 4) provide you additional time to identify a long-term solution.

Description of Services/Solution: Accounting Support Services

Pricing*: See attached Rate Card. Commensurate with experience, the requirements listed above will fall into one of the following staff levels at ProNexus:

3rd Party Payment Review Project

- Manager: \$120 - \$140/hr
- Sr. Manager: \$140 - \$175/hr

**Based on the requirements above and our discussion, we would assign someone at least at the Manager level or Sr. Manager.*

Interim & Loan Staff - Accountant

- Staff: \$65 - \$85/hr
- Senior: \$85 - \$120/hr

**Based on the requirements above and our discussion, we would assign someone at least at the Staff level or Senior.*

Fee Cap: Although this is a time & materials engagement, we will start with a total fee cap of up to \$65,000.

Est. Start Date: 10/16 – 10/20 or 10/23 – 10/27

Onsite/Offsite: Flexible

Est. Duration: TBD for Project & 4 months for Interim Accountant

Utilization: TBD for Project & 2-3 days for Interim Accountant, however we have some flexibility

Cancellation:

Your approval of the E-Letter of Intent (ELOI) confirms our mutual commitment to work together to provide the service. Before the engagement begins, our team spends time preparing including but not limited to evaluating staff, scheduling, coordination, meetings, and other logistics. In the event the approved ELOI and/or engagement is cancelled by client before we begin the engagement, a cancellation fee of \$1,500 will be owed to ProNexus. The fee will mitigate the costs associated with the time spent by ProNexus personnel, scheduling changes, redeployment of Consultant(s), and the amount of hours dropped or delayed from the schedule.

Recommendation: The Treasurer strongly recommends this request.

Personnel Position Vacancy Report - Full Time - 9/17/23

Vacant Positions

Dept.	Position	Title	Budgeted Sal	Date Vacant	Reason for Vac	2023 Savings
DA	116501307	Assistant DA	\$ 77,447.00	5/12/2023	Resignation	\$ 27,106.45
DA	116501308	Assistant DA	\$ 78,609.00	6/9/2023	Resignation	\$ 21,466.30
DA	116504501	1st Assistant DA	\$ 126,358.00	9/14/2023	Resignation	\$ 971.98
Pub Def**	117111301	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ -
Pub Def**	117111302	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ -
Pub Def**	117111303	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ -
Pub Def**	117111304	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ -
Pub Def**	117111307	Asst Pub Defender	\$ 72,969.00	7/10/2023	Position Change	\$ -
Pub Def**	117111310	PD Social Wrkr Spec	\$ 72,969.00	8/10/2023	Resignation	\$ -
Pub Def**	117124701	Typist	\$ 29,175.00	1/1/2022	New Position	\$ -
Pub Def**	117162801	1st Asst Pub Defend	\$ 107,270.00	1/1/2022	New Position	\$ -
Treasurer	132504101	Accountant	\$ 46,847.00	9/3/2023	Promotion	\$ 1,576.58
Purchasing	134550601	Buyer	\$ 39,331.00	8/25/2023	Resignation	\$ 2,117.82
Real Prop	135535401	Real Prop Data Asst	\$ 34,380.00	6/19/2023	Position Change	\$ 8,595.00
Co Clerk	141116106	MV Clerk	\$ 32,712.00	7/10/2023	Resignation	\$ 6,290.77
Co Clerk	141116112	MV Clerk	\$ 31,759.00	9/25/2022	Promotion	\$ 22,475.60
Co Clerk	141116115	MV Clerk	\$ 32,779.00	8/21/2022	Promotion	\$ 23,197.45
Co Clerk	146069401	Records Reten Clerk	\$ 36,783.00	7/24/2023	Retirement	\$ 5,658.92
B&G	162005105	Cleaner	\$ 29,921.00	8/17/2023	Deceased	\$ 21,174.86
B&G	162096001	Building Maint Sup	\$ 64,460.00	1/1/2023	Promotion	\$ 45,617.85
CS	168096102	Computer Specialist	\$ 46,733.00	6/26/2023	Resignation	\$ 10,784.54
E-911	302080803	Sr Telecomm	\$ 43,618.00	8/4/2023	Resignation	\$ 5,943.55
E-911	302080821	Sr Telecomm	\$ 44,887.00	7/23/2023	Position Change	\$ 7,892.22
E-911	302081005	Sup Telecomm Temp	\$ 39,331.00	1/14/2022	Promotion	\$ 27,834.25
E-911	302081401	Adv Pub Safety Tele	\$ 44,949.00	1/1/2023	New Position	\$ 31,982.94
E-911	302082401	911 Dispatch Coord	\$ 72,706.00	8/18/2023	Retirement	\$ 5,872.41
Sheriff	311000104	Account Clerk	\$ 32,636.00	2/21/2023	Resignation	\$ 18,702.94
Sheriff	311008913	Patrol Officer	\$ 61,007.00	7/24/2023	Promotion	\$ 10,726.51
Sheriff	311008921	Patrol SGT	\$ 57,616.00	5/2/2022	Promotion	\$ 40,774.40
Sheriff	311008925	Patrol Officer	\$ 61,007.00	6/20/2023	Resignation	\$ 15,017.11
Sheriff	311022003	Patrol SGT	\$ 79,040.00	3/31/2023	Retirement	\$ 36,784.00
Probation	314018105	Probation Off	\$ 49,031.00	11/28/2022	Promotion	\$ 34,698.86
Probation	314018114	Probation Off	\$ 49,031.00	11/15/2021	Promotion	\$ 30,535.00
Probation	314021902	Sr Typist	\$ 33,743.00	5/28/2023	Promotion	\$ 9,136.57
Sheriff	315013011	Correction Officer	\$ 46,946.00	7/30/2022	Retirement	\$ 33,223.32
Sheriff	315013016	Correction Officer	\$ 46,946.00	8/1/2023	Resignation	\$ 7,016.11
Sheriff	315013025	Correction Officer	\$ 55,204.00	8/24/2023	Resignation	\$ 4,125.13
Sheriff	315013029	Correction Officer	\$ 58,220.00	12/24/2022	Resignation	\$ 41,201.85
Sheriff	315013032	Correction Officer	\$ 56,618.00	2/9/2023	Resignation	\$ 34,188.56
Sheriff	315013035	Correction Officer	\$ 55,204.00	3/20/2023	Promotion	\$ 27,602.00
Sheriff	315013039	Correction Officer	\$ 55,204.00	4/3/2023	Pos Change	\$ 25,478.77
Sheriff	315013048	Correction Officer	\$ 46,946.00	11/4/2022	Termination	\$ 33,223.32
Sheriff	315013063	Correction Officer	\$ 46,946.00	1/1/2023	New Position	\$ 33,223.32
Sheriff	315013065	Correction Officer	\$ 46,946.00	1/1/2023	New Position	\$ 33,223.32
Sheriff	315013066	Correction Officer	\$ 46,946.00	1/1/2023	New Position	\$ 33,223.32
Sheriff	315019403	Sr RPN Corrections	\$ 45,297.00	7/27/2023	Resignation	\$ 7,366.98
Sheriff	315019404	Principal LPN	\$ 51,980.00	7/30/2023	Resignation	\$ 7,996.92
Sheriff	315050301	Nurse Practioner	\$ 66,200.00	3/7/2023	Resignation	\$ 35,391.54

Sheriff	315051002	Med Social Worker	\$	65,312.00	11/4/2022	Resignation	\$	46,220.80
Sheriff	315051003	Med Social Worker	\$	65,312.00	1/1/2023	New Position	\$	46,220.80
Sheriff	315015101	Jail Physician	\$	66,800.00	8/31/2023	Lay off	\$	3,083.08
Sheriff	315019401	SR RPN Corrections	\$	45,012.00	8/31/2023	Lay off	\$	2,077.48
Sheriff	315019402	SR RPN Corrections	\$	45,012.00	8/31/2023	Lay off	\$	2,077.48
Sheriff	315030501	Sup RPN Corr	\$	46,364.00	8/29/2023	Resignation	\$	2,496.52
Sheriff	315050302	Nurse Practioner	\$	36,050.00	8/31/2023	Lay off	\$	1,663.85
Sheriff	315080501	St LPN	\$	44,949.00	8/31/2023	Lay off	\$	2,074.57
Health	401009601	Dir of Patient Serv	\$	63,354.00	6/13/2022	Promotion	\$	44,835.14
Health	403518801	Sr PH Nurse	\$	57,148.00	4/21/2023	Resignation	\$	23,298.80
Health	403519404	RPN	\$	45,777.00	3/6/2023	Termination	\$	24,649.15
Health	403523101	Account Clerk	\$	30,158.00	7/25/2022	Changed Pos	\$	21,342.58
Health	403530501	Sr Lic Prac Nurse	\$	53,235.00	3/31/2023	Retirement	\$	24,774.75
Health	403587001	Dir Prevent Hlth Serv	\$	73,926.00	5/29/2023	Promotion	\$	22,746.46
Health	403594501	PH Educator	\$	42,115.00	7/25/2022	Changed Pos	\$	29,804.46
Health	403594502	PH Educator	\$	42,736.00	6/12/2023	Promotion	\$	11,670.22
Health	403794503	PH Educator	\$	42,115.00	1/1/2022	New Position	\$	29,804.46
Health	409006701	Asst PH Engineer	\$	46,159.00	1/1/2022	New Position	\$	32,666.37
Health	409020301	Sr Account Clerk	\$	52,106.00	1/22/2023	Retirement	\$	34,069.31
Health	418903601	Data Entry Operator	\$	43,626.00	7/29/2022	Retirement	\$	30,873.78
Health	418923601	Super PHN	\$	65,775.00	6/5/2023	Resignation	\$	18,973.56
Highway	511011619	HEO	\$	50,648.00	7/26/2023	Resignation	\$	8,459.89
Highway	511011609	HEO	\$	46,842.00	8/25/2023	Resignation	\$	3,294.38
Highway	511011624	HEO	\$	46,842.00	8/10/2023	Resignation	\$	5,559.27
Highway	511016009	MEO	\$	46,967.00	5/29/2023	Promotion	\$	14,451.38
Highway*	513029001	DIR FLEET MGT	\$	63,354.00	NA	NA	\$	44,835.14
DSS	601000104	Account Clerk	\$	30,240.00	3/6/2023	Promotion	\$	51,756.92
DSS	601000105	Account Clerk	\$	30,158.00	3/20/2023		\$	15,079.00
DSS	601000109	Account Clerk	\$	31,141.00	8/4/2023	Promotion	\$	3,712.97
DSS	601005805	DSS Attorney	\$	72,969.00	9/15/2022	New Position	\$	51,639.60
DSS	601005909	CSW	\$	30,438.00	7/23/2023	Position Change	\$	4,682.77
DSS	601005911	CSW	\$	30,324.00	8/30/2023	Resignation	\$	1,516.20
DSS	601015203	CSW	\$	29,175.00	7/24/2023	Position Change	\$	4,488.46
DSS	601017804	Principal SWE			7/13/2023	New Position	\$	-
DSS	601020302	Sr Account Clerk	\$	33,306.00	9/4/2023	Promotion	\$	1,281.00
DSS	601020304	Sr Account Clerk	\$	33,306.00	9/19/2022	Promotion	\$	23,570.40
DSS	601021612	Sr SWE	\$	41,597.00	7/3/2023	Resignation	\$	8,799.37
DSS	601022306	SWE	\$	38,166.00	7/10/2023	Resignation	\$	7,339.62
DSS	601022315	SWE	\$	38,166.00	1/13/2023	Promotion	\$	25,835.45
DSS	601022316	SWE	\$	38,166.00	9/1/2023	Resignation	\$	1,614.72
DSS	601022317	SWE	\$	37,312.00	3/15/2023	Resignation	\$	19,086.52
DSS	601022324	SWE	\$	40,386.00	7/25/2023	Promotion	\$	6,057.90
DSS	601022338	SWE	\$	39,221.00	7/7/2023	Pos Change	\$	7,693.35
DSS	601022343	SWE	\$	38,248.00	6/25/2023	Promotion	\$	8,826.46
DSS	601022349	SWE - Temp	\$	37,712.00	3/20/2023	Pos Change	\$	18,856.00
DSS	601022350	SWE - Temp	\$	37,074.00	5/16/2022	Promotion	\$	26,094.39
DSS	601022355	SWE	\$	37,074.00	9/15/2022	New Position	\$	26,236.98
DSS	601024702	Typist	\$	29,175.00	7/13/2023	Resignation	\$	5,273.94
DSS	601024703	Typist	\$	32,051.00	6/15/2023	Resignation	\$	8,259.30
DSS	601024704	Typist	\$	29,175.00	8/23/2021	Termination	\$	20,646.92
DSS	601024708	Typist	\$	29,517.00	7/24/2023	Promotion	\$	4,541.08

DSS	601024713	Typist	\$	29,175.00	8/21/2023	Promotion	\$	2,244.23
DSS	607004407	Caseworker	\$	50,706.00	4/3/2023	Promotion	\$	23,402.77
DSS	607004418	Caseworker	\$	53,672.00	9/1/2023	Deceased	\$	2,270.74
DSS	607004435	Caseworker	\$	53,836.00	3/6/2023	Promotion	\$	28,988.62
DSS	607004438	Caseworker	\$	52,125.00	3/6/2023	Promotion	\$	28,067.31
DSS	607004440	Caseworker	\$	50,706.00	3/6/2023	Promotion	\$	27,303.23
DSS	607004463	Caseworker	\$	49,031.00	9/8/2022	Resignation	\$	34,698.86
DSS	607004478	Caseworker	\$	49,031.00	7/6/2022	Resignation	\$	34,698.86
DSS	607004484	Caseworker	\$	50,706.00	7/17/2023	Resignation	\$	8,776.04
DSS***	607004611	Caseworker Aide	\$	12,215.00	8/10/2023	New Position	\$	1,228.69
DSS***	607004612	Caseworker Aide	\$	12,215.00	8/10/2023	New Position	\$	1,228.69
DSS***	607004613	Caseworker Aide	\$	12,215.00	8/10/2023	New Position	\$	1,228.69
DSS***	607004614	Caseworker Aide	\$	12,215.00	8/10/2023	New Position	\$	1,228.69
DSS***	607004615	Caseworker Aide	\$	12,215.00	8/10/2023	New Position	\$	1,228.69
DSS***	607004801	Sr Caseworker Aide	\$	13,461.00	8/10/2023	New Position	\$	1,354.02
DSS***	607004901	Prin Caseworker Aide	\$	15,127.00	8/10/2023	New Position	\$	1,521.60
DSS	607069702	Caseworker SS	\$	51,056.00	3/6/2023	Promotion	\$	27,491.69
DSS	629248001	Emp Specialist	\$	45,384.00	6/9/2023	Resignation	\$	12,393.32
DSS	629248003	Emp Specialist	\$	44,354.00	9/4/2023	Promotion	\$	1,705.92
DSS	629248005	Emp Specialist	\$	42,115.00	7/3/2023	Resignation	\$	8,908.94
DSS	629248014	Emp Specialist	\$	46,065.00	6/23/2023	Pos Change	\$	10,807.56
DSS	629274102	Emp Advisor	\$	44,408.00	8/11/2023	Resignation	\$	4,440.80
DSS	629295502	Sr. Accountant Temp	\$	-	4/4/2022	Position Change	\$	-
OFA	677200101	Sr Acct Clerk	\$	34,667.00	7/24/2023	Resignation	\$	5,333.38
SW	816011609	HEO	\$	46,842.00	7/15/2023	Resignation	\$	9,265.45
SW	816152905	ALO	\$	44,616.00	5/23/2023	Resignation	\$	16,473.60

* Position has never been filled

** Reimbursed 100%

*** Salary for rest of 2023

Total Number of Vacant Positions 124

Total 2023 Salary Savings to Date * \$ 4,053,979.87

Total 2023 Fringe Savings to Date \$ 2,263,336.96

\$ 6,317,316.83

Fringe Rate

55.83%

Subtract Annual Leave at Term payoffs \$ 262,141.46

Total 2023 Savings to Date \$ 6,055,175.37 2022 YTD Savings in September \$5,702,045.68

*Includes \$2,043,357.16 in savings from positions currently filled or deleted but vacant at one time in 2023.

Positions Vacated after Vacancy Review Suspended

9/17/2023

Dept.	Position	Title	Budgeted	Date Vacant	Reason	Date Filled
B&G	162005105	Cleaner	\$ 29,921.00	8/17/2023	Deceased	
B&G	162095206	Sr Bldg Maint Mech	\$ 43,223.00	7/24/2023	Resignation	9/1/2023
B&G	162095210	Building Maint Mech	\$ 35,932.00	6/20/2022	Resignation	7/11/2022
B&G	162095306	Sr Bldg Maint Mech	\$ 35,267.82	5/17/2023	NEW POSITION	6/12/2023
B&G	162096001	Building Maint Sup	\$ 64,460.00	1/1/2023	Promotion	
CDTP	802054201	Dir of Planning	\$ 92,597.00	6/9/2022	New Position	5/1/2023
Co Attorney	142049804	Asst County Attorney	\$ 72,969.00	1/1/2023	New Position	9/6/2023
Co Clerk	141012401	Index Clerk	\$ 30,831.00	8/19/2022	Resignation	9/12/2022
Co Clerk	141012401	Index Clerk	\$ 32,069.00	2/14/2023	Termination	4/24/2023
Co Clerk	141012408	Index Clerk	\$ 31,055.00	10/10/2022	Resignation	1/9/2023
Co Clerk	141012408	Index Clerk	\$ 31,759.00	3/30/2023	Resignation	5/15/2023
Co Clerk	141072001	Index Clerk	\$ 33,725.00	7/24/2023	Resignation	8/21/2023
Co Clerk	141108602	Dep Co Clerk of MV	\$ 46,202.00	9/15/2022	New Position	10/17/2022
Co Clerk	141115701	MV Clerk	\$ 31,814.00	8/19/2022	Resignation	12/12/2022
Co Clerk	141116102	MV Clerk	\$ 30,831.00	8/22/2022	Promotion	12/27/2022
Co Clerk	141116102	MV Clerk	\$ 32,779.00	1/27/2023	Termination	5/15/2023
Co Clerk	141116106	MV Clerk	\$ 32,712.00	7/10/2023	Resignation	
Co Clerk	141116108	MV Clerk	\$ 31,759.00	7/11/2022	Promotion	
Co Clerk	141116111	MV Clerk	\$ 32,677.00	3/31/2023	Resignation	4/17/2023
Co Clerk	141116112	MV Clerk	\$ 31,759.00	9/25/2022	Promotion	
Co Clerk	141116115	MV Clerk	\$ 32,779.00	8/21/2022	Promotion	
Co Clerk	141116120	MV Clerk	\$ 32,779.00	3/3/2023	Resignation	5/30/2023
Co Clerk	141116301	MV Clerk	\$ 52,640.00	10/17/2022	Union Change	
Co Clerk	146069401	Records Reten Clerk	\$ 36,783.00	7/24/2023	Retirement	
Co Clerk	146069402	Records Ret Clerk	\$ 38,402.00	8/19/2022	Resignation	9/1/2023
CS	168096102	Computer Specialist	\$ 46,733.00	6/26/2023	Resignation	
DA	116501301	Assistant DA	\$ 85,954.00	12/6/2022	Resignation	2/6/2023
DA	116501305	Assistant DA	\$ 99,753.00	1/13/2023	Resignation	5/31/2023
DA	116501307	Assistant DA	\$ 77,447.00	5/12/2023	Resignation	
DA	116501308	Assistant DA	\$ 78,609.00	6/9/2023	Resignation	
DA	116501309	Assistant DA	\$ 86,065.00	7/8/2022	Resignation	8/22/2022
DA	116504501	1st Assistant DA	\$ 126,358.00	9/14/2023	Resignation	
DA	116547001	Sr Typist	\$ 31,759.00	1/13/2023	Resignation	5/30/2023
DSS	601000101	Account Clerk	\$ 30,853.00	12/9/2022	Resignation	6/12/2023
DSS	601000104	Account Clerk	\$ 29,432.00	6/27/2022	Promotion	10/3/2022
DSS	601000104	Account Clerk	\$ 30,240.00	3/6/2023	Promotion	
DSS	601000105	Account Clerk	\$ 30,158.00	3/20/2023		
DSS	601000106	Account Clerk	\$ 37,056.00	9/2/2022	Resignation	
DSS	601000109	Account Clerk	\$ 31,141.00	8/4/2023	Promotion	
DSS	601000601	Ad Asst to Comm	\$ 46,835.00	12/7/2022	Resignation	2/21/2023
DSS	601004402	Caseworker	\$ 50,706.00	5/24/2023	Resignation	8/21/2023
DSS	601005202	CSW	\$ 29,175.00	7/24/2022	Promotion	5/15/2023
DSS	601005801	DSS Attorney	\$ 93,567.00	5/15/2023	Promotion	9/5/2023
DSS	601005805	DSS Attorney	\$ 84,793.00	9/15/2022	New Position	
DSS	601005901	CSW	\$ 29,563.00	10/3/2022	Promotion	11/14/2022
DSS	601005901	CSW	\$ 30,286.00	7/10/2023	Position Change	8/21/2023
DSS	601005905	CSW	\$ 29,284.00	10/25/2022	Resignation	11/14/2022
DSS	601005906	CSW	\$ 30,340.00	3/6/2023	Promotion	
DSS	601005909	CSW	\$ 30,438.00	7/23/2023	Pos Change	
DSS	601005911	CSW	\$ 30,324.00	8/30/2023	Resignation	
DSS	601005916	CSW	\$ 29,599.00	8/18/2022	Resignation	10/3/2022

DSS	601005921	CSW	\$ 30,158.00	3/15/2023		5/15/2023
DSS	601005922	CSW	\$ 31,141.00	12/22/2022	Resignation	4/3/2023
DSS	601015203	Typist	\$ 29,175.00	11/22/2022	Promotion	5/1/2023
DSS	601015203	CSW	\$ 29,175.00	7/24/2023	Pos Change	
DSS	601015206	Typist	\$ 29,477.00	12/2/2022	changed jobs	2/21/2023
DSS	601017804	Principal SWE		7/13/2023	New Position	
DSS	601020302	Sr Account Clerk	\$ 33,306.00	11/14/2022	Promotion	3/6/2023
DSS	601020302	Sr Account Clerk	\$ 33,306.00	9/4/2023	Promotion	
DSS	601020304	Sr Account Clerk	\$ 33,306.00	9/19/2022	Promotion	
DSS	601020306	Sr Account Clerk	\$ 33,306.00	2/15/2023	New Position	8/4/2023
DSS	601021607	Sr SWE	\$ 40,598.00	2/20/2023	Promotion	6/23/2023
DSS	601021610	Sr SWE	\$ 41,842.00	5/14/2023	Promotion	7/21/2023
DSS	601021612	Sr SWE	\$ 41,597.00	7/3/2023	Resignation	
DSS	601021902	Sr Typist	\$ 39,331.00	11/25/2022	pos change	3/20/2023
DSS	601021902	Sr Typist	\$ 31,759.00	6/26/2023	Pos Change	7/21/2023
DSS	601022303	SWE	\$ 37,074.00	10/17/2022	changed jobs	1/23/2023
DSS	601022305	SWE	\$ 39,221.00	2/5/2023	Promotion	2/21/2023
DSS	601022306	SWE	\$ 38,166.00	7/10/2023	Resignation	
DSS	601022313	CSW	\$ 30,997.00	6/1/2023	Resignation	6/23/2023
DSS	601022314	SWE	\$ 38,166.00	3/31/2023	Resignation	4/17/2023
DSS	601022315	SWE	\$ 38,166.00	1/13/2023	Promotion	
DSS	601022316	SWE	\$ 38,166.00	1/23/2023	Promotion	6/23/2023
DSS	601022316	SWE	\$ 38,166.00	9/1/2023	Resignation	
DSS	601022317	SWE	\$ 37,312.00	3/15/2023	Resignation	
DSS	601022323	SWE	\$ 37,056.00	8/29/2022	Resignation	11/28/2022
DSS	601022324	SWE	\$ 40,386.00	7/25/2023	Promotion	
DSS	601022326	SWE	\$ 38,990.00	6/13/2022	Promotion	9/19/2022
DSS	601022329	SWE	\$ 48,433.00	6/29/2022	Retirement	7/25/2022
DSS	601022329	SWE	\$ 37,074.00	9/19/2022	Promotion	3/6/2023
DSS	601022330	SWE	\$ 37,056.00	7/11/2022	Resignation	9/19/2022
DSS	601022335	SWE	\$ 39,294.00	4/25/2023	Promotion	7/21/2023
DSS	601022338	SWE	\$ 39,221.00	7/7/2023	Pos Change	
DSS	601022341	SWE	\$ 35,982.00	9/2/2022	Termination	12/12/2022
DSS	601022343	SWE	\$ 38,248.00	6/25/2023	Promotion	
DSS	601022345	SWE	\$ 37,056.00	9/19/2022	Resignation	11/14/2022
DSS	601022345	SWE	\$ 37,312.00	3/31/2023	Resignation	4/17/2023
DSS	601022346	SWE	\$ 39,331.00	10/2/2022	FT to PT	3/6/2023
DSS	601022349	SWE - Temp	\$ 37,712.00	3/20/2023	Pos Change	
DSS	601022352	SWE	\$ 37,074.00	7/24/2022	New Position	3/6/2023
DSS	601022353	SWE	\$ 37,074.00	9/15/2022	New Position	4/17/2023
DSS	601022354	SWE	\$ 37,074.00	9/15/2022	New Position	5/1/2023
DSS	601022355	SWE	\$ 37,074.00	9/15/2022	New Position	
DSS	601024001	Sr SWE	\$ 39,331.00	5/30/2022	Promotion	2/6/2023
DSS	601024002	SSI	\$ 39,873.00	2/5/2023	Promotion	9/6/2023
DSS	601024003	SSI	\$ 48,849.00	10/20/2022	Resignation	12/12/2022
DSS	601024003	SSI	\$ 39,331.00	2/5/2023	Pos Change	3/20/2023
DSS	601024004	SSI	\$ 45,128.00	12/23/2022	pos change	7/7/2023
DSS	601024702	Typist	\$ 28,320.00	6/27/2022	Promotion	12/12/2022
DSS	601024702	Typist	\$ 29,175.00	7/13/2023	Resignation	
DSS	601024703	Typist	\$ 32,051.00	6/15/2023	Resignation	
DSS	601024708	Typist	\$ 29,517.00	7/24/2023	Promotion	
DSS	601024710	Typist	\$ 29,175.00	11/14/2022	Promotion	4/17/2023
DSS	601024711	Typist	\$ 29,175.00	7/22/2022	Resignation	4/3/2023
DSS	601024713	Typist	\$ 30,538.00	10/24/2022	Retirement	12/12/2022
DSS	601024713	Typist	\$ 29,175.00	4/16/2023	Promotion	5/30/2023

DSS	601024713	Typist	\$ 29,175.00	8/21/2023	Promotion	
DSS	601024715	Typist	\$ 28,320.00	9/23/2021	Resignation	7/11/2022
DSS	601038202	Acct Super B	\$ 47,207.16	2/15/2023	New Position	4/3/2023
DSS	601054001	Resource Coordinator	\$ 54,957.00	4/3/2023	Promotion	5/15/2023
DSS	601093801	Support Examiner	\$ 40,005.00	9/2/2022	Resignation	11/14/2022
DSS	601093809	Support Examiner	\$ 36,113.00	10/7/2022	Resignation	12/12/2022
DSS	607004302	Case Supervisor B	\$ 68,123.00	8/7/2022	Promotion	12/12/2022
DSS	607004307	Case Supervisor B	\$ 53,071.00	7/14/2022	New Position	11/28/2022
DSS	607004308	Case Supervisor B	\$ 53,071.00	7/14/2022	New Position	11/28/2022
DSS	607004309	Case Supervisor B	\$ 53,071.00	7/14/2022	New Position	11/28/2022
DSS	607004403	Caseworker	\$ 44,099.00	6/13/2022	Promotion	11/28/2022
DSS	607004405	Caseworker	\$ 49,031.00	9/12/2022	Resignation	4/3/2023
DSS	607004405	Caseworker	\$ 49,031.00	7/17/2023	Resignation	8/21/2023
DSS	607004407	Caseworker	\$ 50,706.00	4/3/2023	Promotion	
DSS	607004409	Caseworker	\$ 50,706.00	1/23/2023	Resignation	5/1/2023
DSS	607004414	Caseworker	\$ 50,706.00	5/19/2023	Resignation	7/7/2023
DSS	607004415	Caseworker	\$ 50,706.00	11/18/2022	Resignation	5/1/2023
DSS	607004418	Caseworker	\$ 53,672.00	9/1/2023	Deceased	
DSS	607004420	Caseworker	\$ 50,706.00	12/23/2022	changed loc	4/17/2023
DSS	607004420	Caseworker	\$ 50,706.00	6/16/2023	Resignation	8/21/2023
DSS	607004428	Caseworker	\$ 44,099.00	6/20/2022	FT to PT	9/19/2022
DSS	607004428	Caseworker	\$ 50,075.00	4/17/2023	Resignation	6/12/2023
DSS	607004429	Caseworker	\$ 49,031.00	8/22/2022	Promotion	3/20/2023
DSS	607004435	Caseworker	\$ 53,836.00	3/6/2023	Promotion	
DSS	607004437	Caseworker	\$ 49,031.00	7/8/2022	Resignation	2/6/2023
DSS	607004437	Caseworker	\$ 49,031.00	2/10/2023	Promotion	5/30/2023
DSS	607004438	Caseworker	\$ 52,125.00	3/6/2023	Promotion	
DSS	607004440	Caseworker	\$ 50,706.00	3/6/2023	Promotion	
DSS	607004441	Caseworker	\$ 48,358.00	7/25/2022	Promotion	9/19/2022
DSS	607004444	Caseworker	\$ 49,031.00	8/22/2022	Resignation	3/6/2023
DSS	607004448	Caseworker	\$ 53,672.00	12/20/2023	Retirement	6/12/2023
DSS	607004450	Caseworker	\$ 50,345.00	11/11/2022	Resignation	4/3/2023
DSS	607004455	Caseworker	\$ 49,031.00	10/28/2022	Resignation	4/17/2023
DSS	607004460	Caseworker	\$ 49,031.00	11/9/2022	Resignation	4/3/2023
DSS	607004463	Caseworker	\$ 49,031.00	9/8/2022	Resignation	
DSS	607004466	Caseworker	\$ 49,031.00	7/13/2022	Resignation	2/6/2023
DSS	607004467	Caseworker	\$ 44,099.00	6/22/2022	Resignation	11/28/2022
DSS	607004469	Caseworker	\$ 52,162.00	12/5/2022	Resignation	4/17/2023
DSS	607004472	Caseworker	\$ 50,706.00	3/22/2023	Resignation	5/30/2023
DSS	607004475	Caseworker	\$ 50,706.00	12/2/2022	Resignation	4/3/2023
DSS	607004478	Caseworker	\$ 49,031.00	7/6/2022	Resignation	
DSS	607004482	Caseworker	\$ 45,482.00	6/9/2022	Resignation	6/27/2022
DSS	607004482	Caseworker	\$ 49,031.00	5/11/2023	Termination	6/23/2023
DSS	607004484	Caseworker	\$ 50,706.00	1/10/2023	Resignation	4/17/2023
DSS	607004484	CASEWORKER	\$ 50,706.00	7/17/2023	Resignation	
DSS	607004487	Caseworker	\$ 49,031.00	9/15/2022	New Position	7/21/2023
DSS	607004488	Caseworker	\$ 49,031.00	9/15/2022	New Position	7/21/2023
DSS	607004489	Caseworker	\$ 49,031.00	9/15/2022	New Position	7/21/2023
DSS	607004490	Caseworker	\$ 49,031.00	9/15/2022	New Position	8/4/2023
DSS	607004602	Caseworker Aide	\$ 33,743.00	12/2/2022	Resignation	2/21/2023
DSS	607004608	Caseworker Aide	\$ 31,759.00	1/1/2023	New Position	5/1/2023
DSS	607004609	Caseworker Aide	\$ 31,759.00	1/1/2023	New Position	5/15/2023
DSS	607004609	Caseworker Aide	\$ 31,759.00	6/26/2023	Resignation	8/4/2023
DSS	607005901	SWE	\$ 37,312.00	4/13/2023	Promotion	7/7/2023
DSS	607005905	CSW	\$ 30,158.00	1/1/2023	New Position	2/6/2023

DSS	607005906	CSW	\$ 30,158.00	1/1/2023	New Position	2/21/2023
DSS	607005907	CSW	\$ 30,158.00	1/1/2023	New Position	2/13/2023
DSS	607005907	CSW	\$ 30,158.00	6/26/2023	Reinstatement	8/4/2023
DSS	607020608	Sr Caseworker	\$ 53,053.00	11/28/2022	Promotion	3/6/2023
DSS	607020612	Sr Caseworker	\$ 53,053.00	11/28/2022	Promotion	3/6/2023
DSS	607020614	Sr Caseworker	\$ 53,053.00	8/19/2022	Resignation	2/6/2023
DSS	607020617	Sr Caseworker	\$ 53,053.00	11/28/2022	Promotion	3/6/2023
DSS	607020619	Sr Caseworker	\$ 59,943.00	12/12/2022	Promotion	3/6/2023
DSS	607020623	Sr Caseworker	\$ 53,053.00	9/15/2022	New Position	4/3/2023
DSS	607024702	CSW	\$ 30,158.00	7/10/2023	Position Change	8/21/2023
DSS	607024704	CSW	\$ 29,284.00	10/13/2022	Resignation	1/9/2023
DSS	607047002	Paralegal	\$ 47,679.00	1/9/2023	Changed Jobs	5/1/2023
DSS	607047003	Paralegal	\$ 45,428.00	9/6/2022	changed jobs	4/17/2023
DSS	607069702	Caseworker SS	\$ 51,056.00	3/6/2023	Promotion	
DSS	629200101	Account Clerk	\$ 36,437.00	9/22/2022	Retirement	12/12/2022
DSS	629200101	Account Clerk	\$ 30,158.00	3/31/2023	Termination	8/4/2023
DSS	629205901	CSW	\$ 30,627.00	11/21/2022	Resignation	1/23/2023
DSS	629205902	CSW	\$ 30,121.00	6/16/2023	Resignation	7/7/2023
DSS	629248001	Emp Specialist	\$ 45,384.00	6/9/2023	Resignation	
DSS	629248003	Emp Specialist	\$ 44,354.00	9/4/2023	Promotion	
DSS	629248005	EMPLMENT SPECIALI	\$ 42,115.00	7/3/2023	Resignation	
DSS	629248014	Employment Spec	\$ 46,065.00	12/23/2022	changed jobs	1/23/2023
DSS	629248014	Emp Specialist	\$ 46,065.00	6/23/2023	Pos Change	
DSS	629248101	Sr Employ Spec	\$ 51,943.00	7/11/2022	Promotion	7/25/2022
DSS	629248101	Sr Emp Spec	\$ 63,191.00	4/29/2023	Retirement	9/4/2023
DSS	629248106	Sr Employ Spec	\$ 50,706.00	6/9/2022	New Position	3/6/2023
DSS	629274102	Emp Advisor	\$ 44,408.00	8/11/2023	Resignation	
DSS	731165701	Youth Service Spec	\$ 41,487.00	5/13/2023	Position Change	8/21/2023
DSS***	607004611	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	
DSS***	607004612	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	
DSS***	607004613	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	
DSS***	607004614	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	
DSS***	607004615	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	
DSS***	607004801	Sr Caseworker Aide	\$ 13,461.00	8/10/2023	New Position	
DSS***	607004901	Prin Caseworker Aide	\$ 15,127.00	8/10/2023	New Position	
DWI	331524701	Coop Typist	\$ 30,158.00	9/30/2022	Promotion	10/17/2022
E-911	302080802	Telecommunicator	\$ 40,020.00	7/23/2022	changed jobs	9/6/2022
E-911	302080802	Sr Telecomm	\$ 42,768.00	6/29/2023	Resignation	8/21/2023
E-911	302080803	Sr Telecomm	\$ 43,618.00	8/4/2023	Resignation	
E-911	302080807	Sr Telecommunicator	\$ 43,618.00	3/7/2023	Resignation	8/21/2023
E-911	302080813	Sr Telecommunicator	\$ 50,836.00	4/7/2023	Resignation	8/21/2023
E-911	302080814	Sr Telecommunicator	\$ 57,492.00	4/15/2023	Retirement	8/21/2023
E-911	302080815	Sr Telecommunicator	\$ 42,768.00	4/29/2023	Resignation	8/21/2023
E-911	302080816	Telecommunicator	\$ 40,707.00	7/12/2022	Resignation	7/12/2022
E-911	302080818	Telecommunicator	\$ 42,370.00	8/23/2022	Resignation	8/21/2023
E-911	302080820	Sr Telecomm	\$ 43,618.00	7/24/2023	Position Change	8/21/2023
E-911	302080821	Sr Telecomm	\$ 44,887.00	7/23/2023	Position Change	
E-911	302081401	Adv Pub Safety Tele	\$ 44,949.00	1/1/2023	New Position	
E-911	302082401	911 Dispatch Coord	\$ 72,706.00	8/18/2023	Retirement	
EMO	364097201	Radiological Spec	\$ 49,231.00	7/4/2022	Changed Loc	9/6/2022
Health	298019401	EDU Specialist	\$ 58,452.00	4/6/2023	Retirement	9/1/2023
Health	401009601	Dir of Patient Serv	\$ 74,326.00	6/13/2022	Promotion	
Health	401020301	Sr Account Clerk	\$ 42,050.00	8/31/2022	Retirement	
Health	403518801	Sr Pub Health Nurse	\$ 57,148.00	2/6/2023	Retirement	3/6/2023
Health	403518801	Sr PH Nurse	\$ 57,148.00	4/21/2023	Resignation	

Health	403518802	Pub Health Nurse	\$ 54,291.00	9/16/2022	Resignation	10/17/2022
Health	403518802	Sr Health Prog Spec	\$ 53,053.00	4/17/2023	Promotion	5/29/2023
Health	403518803	Sr PH Nurse	\$ 57,148.00	11/18/2022	Resignation	4/17/2023
Health	403519403	RPN	\$ 45,428.00	4/6/2022	Resignation	7/7/2023
Health	403519404	RPN	\$ 45,777.00	3/6/2023	Termination	
Health	403523101	Account Clerk	\$ 30,158.00	7/25/2022	Changed Pos	
Health	403524702	Typist	\$ 29,175.00	11/14/2022	Promotion	1/9/2023
Health	403530501	Sr Lic Prac Nurse	\$ 53,235.00	3/31/2023	Retirement	
Health	403587001	Dir Prevent Hlth Serv	\$ 73,926.00	5/29/2023	Promotion	
Health	403594501	PH Educator	\$ 42,115.00	7/25/2022	Changed Pos	
Health	403594502	PH Educator	\$ 42,736.00	6/12/2023	Promotion	
Health	403594599	PH Ed	\$ 42,115.00	7/25/2022	Changed Pos	6/12/2023
Health	403794601	PH Educator Assist	\$ 34,999.00	12/12/2022	changed pos	2/6/2023
Health	403794601	PH Educator Asst	\$ 34,999.00	7/24/2023	Pos Change	9/5/2023
Health	403794602	PH Ed Asst - Temp**	\$ 34,999.00	3/10/2023	New Position	4/3/2023
Health	403794603	PH Ed Asst - Temp**	\$ 34,999.00	3/10/2023	New Position	5/15/2023
Health	403794801	Pub Health Info Spec	\$ 35,818.00	10/10/2022	Resignation	11/24/2022
Health	405906001	C&Y SP Needs Coord	\$ 42,096.60	10/13/2022	New Position	11/28/2022
Health	409020301	Sr Account Clerk	\$ 52,106.00	1/22/2023	Retirement	
Health	409021102	Assoc PH Sanitarian	\$ 43,371.00	2/4/2023	Pos Change	2/20/2023
Health	409021901	Principal Clerk	\$ 45,355.00	6/30/2022	Retirement	7/11/2022
Health	409024702	Typist	\$ 29,248.00	7/25/2022	Promotion	11/14/2022
Health	409071001	Pub Health Tech	\$ 35,788.00	2/20/2023	Promotion	5/30/2023
Health	418903601	Data Entry Operator	\$ 43,626.00	7/29/2022	Retirement	
Health	418912201	Home Health Aide	\$ 29,248.00	9/12/2022	Changed Pos	
Health	418912202	Home Health Aide	\$ 27,300.00	8/12/2022	Layoff	
Health	418918801	PH Nurse - Hospice	\$ 58,987.00	9/12/2022	Layoff	
Health	418930501	LPN	\$ 35,017.00	6/23/2022	Resignation	
Health	418995101	Social Worker	\$ 49,392.00	7/23/2022	Changed Jobs	
Health	418995102	Sr Social Worker	\$ 60,679.00	6/13/2022	Pos Change	
Highway	501005201	Sr Typist	\$ 35,254.00	10/17/2022	Promotion	2/13/2023
Highway	501020301	Sr Account Clerk	\$ 54,796.00	6/12/2023	Resignation	7/21/2023
Highway	511011606	HEO	\$ 50,607.00	5/15/2023	Promotion	5/29/2023
Highway	511011607	HEO	\$ 48,255.00	10/6/2022	Resignation	11/28/2023
Highway	511011608	HEO	\$ 47,367.00	9/19/2022	Resignation	11/28/2022
Highway	511011609	HEO	\$ 46,842.00	8/25/2023	Resignation	
Highway	511011614	HEO	\$ 53,290.00	4/19/2023	Retirement	5/29/2023
Highway	511011619	HEO	\$ 50,648.00	7/26/2023	Resignation	
Highway	511011624	HEO	\$ 46,842.00	8/10/2023	Resignation	
Highway	511011628	HEO	\$ 49,359.00	7/23/2022	Resignation	8/22/2022
Highway	511011631	HEO	\$ 48,652.00	3/17/2023	Resignation	5/29/2023
Highway	511011638	HEO	\$ 49,983.00	5/14/2023	Promotion	5/29/2023
Highway	511011803	Crew Leader	\$ 55,417.00	3/31/2023	Retirement	5/15/2023
Highway	511015905	MEO	\$ 46,967.00	5/29/2023	Promotion	8/11/2023
Highway	511015908	MEO	\$ 46,343.00	5/29/2023	Promotion	8/11/2023
Highway	511016001	MEO	\$ 46,343.00	12/26/2022	Promotion	5/15/2023
Highway	511016001	MEO	\$ 46,343.00	6/5/2023	Termination	7/7/2023
Highway	511016005	MEO	\$ 47,591.00	5/29/2023	Promotion	8/11/2023
Highway	511016007	MEO	\$ 47,632.00	6/27/2022	Promotion	7/11/2022
Highway	511016008	MEO	\$ 48,298.00	7/27/2022	Resignation	8/22/2022
Highway	511016008	MEO	\$ 44,616.00	7/31/2023	Termination	8/21/2023
Highway	511016009	MEO	\$ 46,967.00	5/29/2023	Promotion	
Highway	511016014	MEO	\$ 48,298.00	6/9/2022	Resignation	7/25/2022
Highway	511016016	MEO	\$ 48,298.00	6/27/2022	Promotion	7/25/2022
Highway	511016016	MEO	\$ 48,298.00	8/22/2022	Promotion	10/31/2022

Highway	511016020	MEO	\$ 47,632.00	10/7/2022	Promotion	5/30/2023
Highway	513002901	EMI	\$ 44,616.00	2/3/2023	Resignation	5/30/2023
Highway	513020401	EM II	\$ 48,848.00	6/1/2022	Resignation	8/22/2022
Highway	513020404	EM II	\$ 50,669.00	7/24/2022	Promotion	11/14/2022
Highway	513046201	EMI	\$ 44,616.00	12/12/2022	Termination	7/21/2023
HR	143003101	Payroll Specialist	\$ 39,385.00	9/19/2022	Promotion	11/2/2022
HR	143003101	Payroll Specialist	\$ 39,531.00	4/10/2023	Pos Change	6/19/2023
HR	143053301	Sr HR Assistant	\$ 35,267.82	5/11/2023	Resignation	6/5/2023
HR	904093101	Sr Emp Ben Asst	\$ 35,308.00	9/2/2022	Resignation	10/3/2022
HR	904093101	Sr Emp Ben Asst	\$ 33,571.00	3/17/2023	Resignation	6/23/2023
LEG	104008201	Legislature Clerk	\$ 37,148.00	9/21/2022	Resignation	
OFA	677200101	Sr Account Clerk	\$ 34,667.00	7/24/2023	Resignation	
OFA	677256701	Aging Sepc	\$ 39,726.00	5/18/2023	Resignation	8/21/2023
OFA	766226904	Aging Serv Coord	\$ 38,166.00	12/9/2022	Resignation	3/6/2023
Planning	642094901	T&P Info Liasion	\$ 31,440.00	6/30/2023	Resignation	8/4/2023
Planning	802002701	Associate Planner	\$ 57,148.00	7/11/2022	Resignation	2/6/2023
Probation	314018105	Probation Off	\$ 49,031.00	11/28/2022	Promotion	
Probation	314021902	Sr Typist	\$ 33,743.00	5/28/2023	Promotion	
Probation	314024702	Typist	\$ 29,154.00	6/12/2022	Promotion	6/27/2022
Pub Def	117111306	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	7/25/2023
Pub Def	117111307	Asst Pub Defender	\$ 72,969.00	7/10/2023	Position Change	
Pub Def	117111310	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	7/21/2023
Pub Def	117124702	Typist	\$ 29,175.00	1/1/2022	New Position	7/21/2023
Pub Def	117168001	Pub Def Investigator	\$ 55,597.00	1/1/2022	New Position	7/7/2023
Pub Def**	117111310	PD Social Wrkr Spec	\$ 72,969.00	8/10/2023	Resignation	
Purchasing	134550601	Buyer	\$ 39,331.00	8/25/2023	Resignation	
Real Prop	135511101	Geo Info Specialist	\$ 43,371.00	7/24/2023	Resignation	8/21/2023
Real Prop	135511102	Tax Map Technician	\$ 33,922.00	1/20/2023	Resignation	2/13/2023
Real Prop	135535401	Real Prop Data Asst	\$ 34,380.00	6/19/2023	Position Change	
Sheriff	311000101	Account Clerk	\$ 32,636.00	11/11/2022	Resignation	2/21/2023
Sheriff	311000102	Account Clerk	\$ 38,517.00	1/30/2023	Pos Change	2/21/2023
Sheriff	311000104	Account Clerk	\$ 33,422.00	6/12/2022	Promotion	10/10/2022
Sheriff	311000104	Account Clerk	\$ 32,636.00	2/21/2023	Resignation	
Sheriff	311008904	Patrol Officer	\$ 51,917.00	6/27/2022	Retirement	4/3/2023
Sheriff	311008913	Patrol Officer	\$ 61,007.00	7/24/2023	Promotion	
Sheriff	311008914	Patrol Officer	\$ 63,898.00	3/5/2023	Promotion	4/17/2023
Sheriff	311008923	Patrol Officer	\$ 61,610.00	3/5/2023	Promotion	3/6/2023
Sheriff	311008924	Patrol Officer	\$ 74,215.00	8/21/2022	Retirement	4/3/2023
Sheriff	311008925	Patrol Officer	\$ 61,007.00	6/20/2023	Resignation	
Sheriff	311008950	Patrol Officer	\$ 51,917.00	1/1/2023	New Position	4/3/2023
Sheriff	311008951	Patrol Officer	\$ 51,917.00	1/1/2023	New Position	4/3/2023
Sheriff	311012904	Investigator	\$ 55,890.00	2/20/2022	Retirement	7/21/2023
Sheriff	311012911	Investigator	\$ 55,890.00	1/1/2023	New Position	3/6/2023
Sheriff	311012912	Investigator	\$ 55,890.00	1/1/2023	New Position	3/6/2023
Sheriff	311022003	Patrol SGT	\$ 79,040.00	3/31/2023	Retirement	
Sheriff	315013011	Correction Officer	\$ 46,946.00	7/30/2022	Retirement	
Sheriff	315013016	Correction Officer	\$ 46,946.00	1/1/2023	Promotion	1/23/2023
Sheriff	315013016	Correction Officer	\$ 46,946.00	8/1/2023	Resignation	
Sheriff	315013022	Correction Officer	\$ 46,946.00	10/31/2022	Retirement	
Sheriff	315013025	Correction Officer	\$ 55,204.00	8/24/2023	Resignation	
Sheriff	315013029	Correction Officer	\$ 58,220.00	12/24/2022	Resignation	
Sheriff	315013030	Correction Officer	\$ 62,563.00	3/3/2023	Resignation	7/3/2023
Sheriff	315013032	Correction Officer	\$ 56,618.00	2/9/2023	Resignation	
Sheriff	315013035	Correction Officer	\$ 55,204.00	3/20/2023	Promotion	
Sheriff	315013039	Correction Officer	\$ 55,204.00	4/3/2023	Pos Change	

Sheriff	315013047	Correction Officer	\$ 55,204.00	7/5/2022	Resignation	9/6/2022
Sheriff	315013047	Correction Officer	\$ 47,484.00	2/21/2023	Resignation	3/20/2023
Sheriff	315013048	Correction Officer	\$ 46,946.00	11/4/2022	Termination	
Sheriff	315013063	Correction Officer	\$ 46,946.00	1/1/2023	New Position	
Sheriff	315013065	Correction Officer	\$ 46,946.00	1/1/2023	New Position	
Sheriff	315013066	Correction Officer	\$ 46,946.00	1/1/2023	New Position	
Sheriff	315015101	Jail Physician	\$ 66,800.00	8/31/2023	Lay off	
Sheriff	315019401	SR RPN Corrections	\$ 45,012.00	8/31/2023	Lay off	
Sheriff	315019402	SR RPN Corrections	\$ 45,012.00	8/31/2023	Lay off	
Sheriff	315019403	Sr RPN Corrections	\$ 45,297.00	12/19/2022	Resignation	6/26/2023
Sheriff	315019403	Sr RPN Corrections	\$ 45,297.00	7/27/2023	Resignation	
Sheriff	315019404	Principal LPN	\$ 51,980.00	7/30/2023	Resignation	
Sheriff	315025910	Correction SGT	\$ 59,531.64	2/9/2023	New Position	3/20/2023
Sheriff	315030501	Sup RPN Corr	\$ 46,364.00	8/29/2023	Resignation	
Sheriff	315039301	Chief Correction Adm	\$ 95,396.00	12/30/2022	Resignation	
Sheriff	315050301	Nurse Practioner	\$ 66,200.00	3/7/2023	Resignation	
Sheriff	315050302	Nurse Practioner	\$ 36,050.00	8/31/2023	Lay off	
Sheriff	315051002	Med Social Worker	\$ 65,312.00	11/4/2022	Resignation	
Sheriff	315051003	Med Social Worker	\$ 65,312.00	1/1/2023	New Position	
Sheriff	315080501	Sr LPN	\$ 44,949.00	1/1/2023	New Position	6/26/2023
Sheriff	315080501	Sr LPN	\$ 44,949.00	8/31/2023	Lay off	
SW	816011605	HEO	\$ 51,293.00	6/13/2022	Promotion	6/27/2022
SW	816011606	HEO	\$ 46,842.00	12/30/2022	Resignation	1/23/2023
SW	816011607	HEO	\$ 48,652.00	10/21/2022	Resignation	11/28/2022
SW	816011607	HEO	\$ 49,359.00	4/2/2023	Resignation	7/21/2023
SW	816011609	HEAVY EQUIP OPER	\$ 46,842.00	7/15/2023	Resignation	
SW	816011610	HEO	\$ 51,868.00	6/27/2022	Resignation	11/7/2022
SW	816011612	HEO	\$ 50,670.00	9/8/2022	Job Abandoned	1/9/2023
SW	816011612	HEO	\$ 46,842.00	3/28/2023	Resignation	7/10/2023
SW	816020403	EMII	\$ 44,616.00	7/29/2022	Resignation	1/9/2023
SW	816020404	EM II	\$ 49,359.00	3/24/2023	Resignation	5/1/2023
SW	816020404	EM II	\$ 49,359.00	7/9/2023	Promotion	8/4/2023
SW	816022701	Staff Engineer	\$ 54,796.00	11/13/2022	Promotion	2/21/2023
SW	816055501	SW OP Manager	\$ 82,500.00	4/14/2023	Resignation	6/12/2023
SW	816068801	SW Prog Coord	\$ 44,782.00	6/11/2023	Promotion	7/10/2023
SW	816120401	EMII	\$ 44,616.00	3/6/2023	Promotion	4/3/2023
SW	816150802	Shift Sup ERF	\$ 54,796.00	12/9/2022	Resignation	2/6/2023
SW	816151001	Main Mech A	\$ 58,712.00	7/8/2022	Promotion	7/11/2022
SW	816151002	Main Mech A	\$ 57,096.00	2/6/2023	Promotion	3/6/2023
SW	816151003	Main Mech A	\$ 53,685.00	3/3/2023	Resignation	4/17/2023
SW	816152703	Main Mech B	\$ 50,128.00	1/6/2023	Termination	2/20/2023
SW	816152901	ALO	\$ 48,343.00	2/26/2023	Resignation	4/3/2023
SW	816152905	ALO	\$ 44,616.00	5/23/2023	Resignation	
SW	816152906	Asst Loader Oper	\$ 44,616.00	6/22/2022	Termination	7/18/2022
SW	861021901	Sr Typist	\$ 38,252.00	1/31/2023	Resignation	6/23/2023
Treasurers	132500102	Principal Clerk	\$ 37,056.00	5/22/2023	Resignation	9/1/2023
Treasurer	132504101	Accountant	\$ 46,847.00	9/3/2023	Promotion	
Treasurer	132520300	Jr Accountant	\$ 39,331.00	2/3/2022	Retirement	1/23/2023
VET	651033302	Vet Serv Asst	\$ 32,909.00	7/6/2022	Resignation	9/6/2022

* Highlighted position numbers appear more than once

Vacant	123
Filled	252
Total	375

2024 Budget Savings - 9/17/23

Savings from positions not filled (will be deleted in 2024 budget)

Dept.	Position	Title	Date Vacant	Reason	Budget Salary	2024 Savings (includes fringe)
DSS	601000106	Account Clerk	9/2/2023	deleted	\$ 30,158.00	\$ 30,158.00
Sheriff	315039301	Chief Corr Adm	12/30/2022	deleted	\$ 95,396.00	\$ 95,396.00

Savings from positions downgraded upon vacancy

Dept.	Position	Current Title	Budget Salary	New Title	New* Salary	2024 Savings (+partial fringe)
Health	409021102	PH San	\$43,371.00	Assoc PH San	\$ 42,115.00	\$ 1,532.70
Health	409020301	Sr Account Clerk	\$52,106.00	Typist	\$ 29,174.00	\$ 27,983.92
DA	116547001	Paralegal	\$48,194.00	Sr Typist	\$ 31,759.00	\$ 20,055.63
PD	117111310	Asst PD	\$72,969.00	PD SW Spec	\$ 54,759.00	\$ 22,221.66

Effect of filling positions with a different employee

Dept.	Position	Title	Budget Salary	New* Salary	2024 Savings (+partial fringe)
DSS	607004466	Caseworker	\$49,031.00	\$ 48,473.74	\$ 680.02
DSS	601024001	Sr SWE	\$39,331.00	\$ 43,145.22	\$ (4,654.49)
DSS	607005905	CSW	\$30,158.00	\$ 32,231.50	\$ (2,530.29)
Health	409021502	Sr PH Sanitarian	\$51,852.00	\$ 53,374.23	\$ (1,857.58)
DSS	629248006	Emp Specialist	\$46,174.00	\$ 43,315.23	\$ 3,488.56
DSS	607020810	Sr Caseworker	\$73,975.00	\$ 58,276.27	\$ 19,157.16
DSS	601022306	SWE	\$38,166.00	\$ 39,501.56	\$ (1,629.78)
Health	403794601	PH Educator Assist	\$34,999.00	\$ 37,320.92	\$ (2,833.44)
Planning	802002701	Associate Planner	\$57,148.00	\$ 60,981.90	\$ (4,678.51)
DSS	607020614	Sr Caseworker	\$53,053.00	\$ 60,297.52	\$ (8,840.49)
Aging	766226904	Aging Serv Coord	\$38,166.00	\$ 37,320.92	\$ 1,031.25
Real Prop	135511102	Tax Map Tech	\$33,922.00	\$ 35,578.62	\$ (2,021.57)
Highway	501005201	Sr Typist	\$35,254.00	\$ 33,894.84	\$ 1,658.58
DSS	629205901	CSW	\$30,627.00	\$ 32,333.42	\$ (2,082.34)
DSS	629248014	Emp Specialist	\$46,065.00	\$ 45,006.36	\$ 1,291.86
Health	418930501	LPN	\$34,999.00	\$ 37,363.62	\$ (2,885.55)
Sheriff	311020301	Sr Account Clerk	\$51,917.00	\$ 44,580.80	\$ 8,952.36
Sheriff	315013016	Corrections Off	\$46,946.00	\$ 53,847.96	\$ (8,422.46)
Sheriff	315013022	Corrections Off	\$46,946.00	\$ 53,847.96	\$ (8,422.46)
Treasurer	132520300	Jr Accountant	\$39,331.00	\$ 35,689.64	\$ 4,443.55
DSS	607005904	CSW	\$30,158.00	\$ 31,357.06	\$ (1,463.21)
DSS	607024704	CSW	\$30,158.00	\$ 32,309.90	\$ (2,625.96)
DSS	607005903	CSW	\$30,158.00	\$ 32,309.90	\$ (2,625.96)
Co Clerk	141020301	Sr Acct Clerk	\$34,380.00	\$ 35,664.02	\$ (1,566.89)
DSS	601024711	Typist	\$29,175.00	\$ 31,002.79	\$ (2,230.45)
DSS	607004405	Caseworker	\$49,031.00	\$ 48,244.14	\$ 960.21
DSS	607004460	Caseworker	\$49,031.00	\$ 48,244.14	\$ 960.21
DSS	607004475	Caseworker	\$50,706.00	\$ 48,244.14	\$ 3,004.21
Sheriff	311008951	Patrol Officer	\$51,917.00	\$ 53,642.16	\$ (2,105.21)
Sheriff	311008922	Patrol Officer	\$53,440.00	\$ 55,645.76	\$ (2,691.69)
Sheriff	311008950	Patrol Officer	\$51,917.00	\$ 53,642.16	\$ (2,105.21)
Sheriff	311008904	Patrol Officer	\$51,917.00	\$ 53,642.16	\$ (2,105.21)
Sheriff	311008911	Patrol Officer	\$51,917.00	\$ 53,642.16	\$ (2,105.21)
SW	816152901	ALO	\$46,343.00	\$ 44,959.20	\$ 1,688.65
B&G	162005109	Cleaner	\$29,958.00	\$ 30,242.66	\$ (347.37)
B&G	162005113	Cleaner	\$16,651.00	\$ 30,242.66	\$ (16,585.90) pt to ft
B&G	162005111	Cleaner	\$16,068.00	\$ 30,242.66	\$ (17,297.34) pt to ft
B&G	162005116	Cleaner	\$16,068.00	\$ 31,757.74	\$ (19,146.19) pt to ft
DSS	601022318	SWE	\$38,166.00	\$ 39,614.40	\$ (1,767.48)
DSS	601005921	CSW	\$30,158.00	\$ 31,953.18	\$ (2,190.66)
DSS	607004429	Caseworker	\$49,031.00	\$ 52,252.76	\$ (3,931.51)
DSS	601021902	Sr Typist	\$31,759.00	\$ 33,789.28	\$ (2,477.55)
Sheriff	315013047	Corrections Off	\$47,484.00	\$ 53,624.10	\$ (7,492.76)
DSS	629248005	Emp Specialist	\$42,115.00	\$ 44,573.97	\$ (3,000.68)
DSS	607004608	CW Aide	\$31,759.00	\$ 33,667.48	\$ (2,328.92)
HR	143003101	Payroll spec	\$39,531.00	\$ 41,510.84	\$ (2,416.00)
DSS	601000101	Account Clerk	\$30,853.00	\$ 31,874.78	\$ (1,246.88)
DSS	607004448	Caseworker	\$53,672.00	\$ 51,849.56	\$ 2,223.92

Dept.	Position	Title	Budget Salary	New* Salary	2024 Savings (+partial fringe)
Health	403594599	PH ED	\$42,115.00	\$ 44,424.87	\$ (2,818.73)
DSS	607004428	Caseworker	\$50,075.00	\$ 51,849.58	\$ (2,165.50)
Health	403531001	Epidemiologist	\$50,706.00	\$ 52,635.80	\$ (2,354.93)
Co Clerk	141072001	Index Clerk	\$33,725.00	\$ 35,211.40	\$ (1,813.85)
Co Clerk	141116120	MV Clerk	\$32,779.00	\$ 33,582.22	\$ (980.17)
HR	143053301	HR Tech	\$22,475.00	\$ 36,953.70	\$ (17,668.36)
DSS	607004472	Caseworker	\$50,706.00	\$ 51,910.04	\$ (1,469.29)
Highway	511016020	MEO	\$47,632.00	\$ 44,959.20	\$ 3,261.62
DSS	607004437	Caseworker	\$49,031.00	\$ 51,910.04	\$ (3,513.29)
DSS	601024713	Typist	\$29,175.00	\$ 30,850.68	\$ (2,044.83)
Probation	314003702	Prob Asst	\$46,156.00	\$ 39,234.95	\$ 8,445.76
PD	117147001	Paralegal	\$45,428.00	\$ 51,849.56	\$ (7,836.23)
Real Prop	135524701	RP Data Coord TR	\$29,175.00	\$ 40,124.00	\$ (13,361.06)
HR	904093101	Sr Emp Ben Asst	\$33,571.00	\$ 35,147.35	\$ (1,923.62)
Youth	731194701	Sr Youth Serv Spec	\$49,905.00	\$ 41,510.84	\$ 10,243.39
DSS	601022313	CSW	\$30,997.00	\$ 32,176.62	\$ (1,439.49)
DSS	607004482	Caseworker	\$49,031.00	\$ 52,454.36	\$ (4,177.53)
PD	117121901	Sr Typist	\$31,759.00	\$ 33,911.08	\$ (2,626.18)
Sheriff	315019403	Sr Reg Prof Nurse	\$45,297.00	\$ 42,077.25	\$ 3,929.06
Sheriff	315080501	Sr LPN	\$44,949.00	\$ 41,486.34	\$ 4,225.48
SW	861021901	Sr Typist	\$33,252.00	\$ 33,781.16	\$ (645.73)
DSS	601021607	Sr SWE	\$40,568.00	\$ 42,207.20	\$ (2,000.32)
Sec 8	861011101	Housing Spec	\$41,660.00	\$ 43,145.22	\$ (1,812.41)
Highway	816011612	HEO	\$46,842.00	\$ 47,201.92	\$ (439.21)
SW	816068801	SW Prog Coord	\$44,782.00	\$ 47,000.00	\$ (2,706.63)
TP	642094901	TP Info Spec	\$31,440.00	\$ 37,368.72	\$ (7,234.82)
PD	117162001	Sr Asst Pub Def	\$83,394.00	\$114,005.00	\$ (37,354.80)
SW	816016002	MEO	\$46,967.00	\$ 48,291.84	\$ (1,616.70)
SW	816015903	LEO	\$46,072.00	\$ 42,842.24	\$ 3,941.28
E-911	302080901	Assc Telecomm	\$52,978.00	\$ 46,473.56	\$ 7,937.37
Sheriff	311012904	Investigator	\$55,890.00	\$ 68,510.72	\$ (15,401.06)
DSS	601022335	SWE	\$39,294.00	\$ 38,477.32	\$ 996.59
DSS	601022355	SWE	\$37,074.00	\$ 39,614.40	\$ (3,100.05)
DSS	607004489	Caseworker	\$49,031.00	\$ 52,461.08	\$ (4,185.73)
DSS	607004487	Caseworker	\$49,031.00	\$ 51,447.06	\$ (2,948.32)
DSS	607004488	Caseworker	\$49,031.00	\$ 51,447.06	\$ (2,948.32)
Highway	513046201	EMI	\$44,616.00	\$ 44,959.20	\$ (418.81)
PD	117111306	Asst PD	\$72,969.00	\$102,768.00	\$ (36,363.72)
Highway	511016001	MEO	\$46,343.00	\$ 44,959.20	\$ 1,688.65
DSS	607004414	Caseworker	\$50,706.00	\$ 51,715.16	\$ (1,231.48)
Highway	511015905	MEO	\$46,967.00	\$ 44,959.20	\$ 2,450.12
Highway	511016005	MEO	\$47,591.00	\$ 44,959.20	\$ 3,211.59
Highway	816020404	EM II	\$49,359.00	\$ 44,959.20	\$ 5,369.08
DSS	607004490	Caseworker	\$49,031.00	\$ 51,580.76	\$ (3,111.47)
DSS	607005907	CSW	\$30,158.00	\$ 31,717.98	\$ (1,903.64)
DSS	607005902	CSW	\$31,141.00	\$ 31,717.98	\$ (704.09)
DSS	607004609	CSW	\$31,759.00	\$ 33,383.28	\$ (1,982.11)
DSS	629200101	Sr Account Clerk	\$30,158.00	\$ 35,019.25	\$ (5,932.18)
Highway	511015908	MEO	\$46,343.00	\$ 44,959.20	\$ 1,688.65
Highway	511016002	MEO	\$44,616.00	\$ 44,959.20	\$ (418.81)

Total	\$	(49,089.41)
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Number	Department	Full/Part-Time	Title	Salary
168029201	CS	p	Summer Intern	\$ 7,140.00
302080827	E911	p	Pt Sr Telecomm	N/A
311048901	Sheriff	p	Spec Patrol Officer	\$ 49,000.00
311048904	Sheriff	p	Spec Patrol Officer	\$ 49,000.00
311048908	Sheriff	p	Spec Patrol Officer	\$ 49,000.00
311048915	Sheriff	p	Spec Patrol Officer	\$ 49,000.00
311130124	Sheriff	p	Dep Sheriff PT	\$ 20,643.00
311130125	Sheriff	p	Dep Sheriff PT	\$ 20,643.00
311130126	Sheriff	p	Dep Sheriff PT	\$ 20,643.00
311130127	Sheriff	p	Dep Sheriff PT	\$ 20,643.00
311130309	Sheriff	p	Court Attendant	\$ 10,069.00
311130314	Sheriff	p	Court Attendant	\$ 10,069.00
311130316	Sheriff	p	Court Attendant	\$ 10,069.00
311130317	Sheriff	p	Court Attendant	\$ 10,069.00
311130318	Sheriff	p	Court Attendant	\$ 10,069.00
311130320	Sheriff	p	Court Attendant	\$ 10,069.00
341011206	Fire	p	Fire Instructor	\$ 1,800.00
364024701	EMO	p	Typist	\$ 17,254.00
409033902	Health	p	Enviro Health Aide	\$ 8,714.00
511029202	Highway	p	Seasonal	\$ 8,960.00
511029205	Highway	p	Seasonal	\$ 8,960.00
511029207	Highway	p	Seasonal	N/A
601000000	DSS	p	Pt Typist	N/A
601005917	DSS	p	CSW	\$ 15,659.00
601005918	DSS	p	Pt CSW	\$ 15,659.00
601005919	DSS	p	SWE	\$ 19,250.00
601005920	DSS	p	SWE	\$ 19,250.00
601024717	DSS	p	PT Typist	\$ 16,338.00
601024718	DSS	p	PT Typist	\$ 16,338.00
601024722	DSS	p	Typist	N/A
607004610	DSS	p	Caseworker Aide	N/A
702029202	Youth	p	Assistant Director	\$ 6,545.00
702029203	Youth	p	Asst Kitchen MGR	\$ 5,040.00
702029204	Youth	p	Seasonal Clerk	\$ 7,280.00
702029206	Youth	p	Counselor	\$ 3,976.00
702029208	Youth	p	Counselor	\$ 3,976.00
702029209	Youth	p	Counselor	\$ 3,976.00
702029210	Youth	p	Counselor	\$ 3,696.00
702029211	Youth	p	Counselor	\$ 3,696.00
702029214	Youth	p	Counselor	\$ 3,696.00
702029216	Youth	p	Grp Activity Leader	N/A
702029219	Youth	p	Kitchen Help/Counsel	\$ 3,696.00
702029220	Youth	p	Kitchen Help	\$ 3,696.00
702029221	Youth	p	Kitchen Help/Counsel	\$ 3,696.00
702029223	Youth	p	Lifeguard/Counselor	\$ 3,738.00
702029225	Youth	p	Lifeguard/Counselor	\$ 3,696.00
702029227	Youth	p	Security Guard	\$ 6,250.00

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

County Department Employee Count

as of 9/8/2023

Department	Full-Time	Part-Time	Seasonal	Totals
Board of Elections	10	0	19	29
Buildings & Grounds	32	12	1	45
Central Services	10	0	0	10
Clerk of Legislature (includes W&M)	3	1	0	4
Weights & Measures	1	0	0	1
Community Development, Tourism & Planning	17	0	0	17
County Administrator	6	0	0	6
County Attorney	6	0	0	6
County Clerk	39	2	0	41
County Legislature (includes Strategic Initiatives)	2	24	0	26
County Sheriff (includes Jail)	153	64	0	217
County Jail	69	1	0	70
County Treasurer (includes Real Property)	14	1	0	15
Real Property	5	0	0	5
District Attorney	16	9	0	25
Emergency 911	33	6	0	39
Emergency Management	7	1	0	8
Fire Advisory Board	2	19	0	21
Health	58	3	2	63
Highway (includes Airport)	100	0	3	103
Human Resources (includes Insurance Admin)	12	3	0	15
Insurance Administration	1	0	0	1
Office of the Aging	14	0	0	14
Probation	37	0	0	37
Public Defender	9	2	0	11
Purchasing	2	0	0	2
Assigned Counsel	3	1	0	4
Social Services (includes E&T)	319	16	38	373
Employment & Training	30	0	38	68
Solid Waste Programs (includes ERF)	58	2	2	62
Energy Recovery Facility	26	0	0	26
Veteran's Services	3	0	0	3
Youth Bureau (includes Camp Hollis)	6	0	11	17
Totals	971	166	76	1213

County Department Employee Count

9/11/2023

Department	Full-Time Employees 2023						Part-Time Employees 2023						Total					
	12/20/22	1/31/23	3/23/23	6/16/23	9/8/23		12/20/22	1/31/23	3/23/23	6/16/23	9/8/23		12/20/22	1/31/23	3/23/23	6/16/23	9/8/23	
Board of Elections	10	10	10	10	10		27	27	26	0	0		37	37	36	17*	29*	
Buildings & Grounds	29	29	29	33	32		16	15	14	11	12		45	44	43	45*	45*	
Central Services	11	11	11	11	10		0	0	0	0	0		11	11	11	11	10	
Clerk of Legislature (Inc. Weights/Measures)	3	3	3	3	3		0	1	1	1	1		3	4	4	4	4	
Weights & Measures: 1 FT															0	0	0	
Community Development/Tourism/Planning	14	14	14	16	17		0	0	0	0	0		14	14	14	16	17	
County Administrator	6	6	6	6	6		0	0	0	0	0		6	6	6	6	6	
County Attorney	5	5	5	5	6		0	0	0	0	0		5	5	5	5	6	
County Clerk	37	39	37	40	39		1	1	1	1	2		38	40	38	41	41	
County Legislature (Inc. Strategic Initiatives)	2	2	2	2	2		25	25	25	25	24		27	27	27	27	26	
County Sheriff (includes County Jail)	159	157	155	160	153		67	69	67	68	64		226	226	222	228	217	
County Jail: 69 FT; 1 PT															0	0	0	
County Treasurer (includes Real Property)	15	14	16	16	14		0	0	0	0	1		15	14	16	16	15	
Real Property: 5 FT															0	0	0	
District Attorney	19	16	17	17	16		10	9	9	10	9		29	25	26	27	25	
Emergency 911	31	32	34	31	33		5	4	5	5	6		36	36	39	36	39	
Emergency Management	7	7	7	7	7		1	2	2	1	1		8	9	9	8	8	
Fire Advisory Board	2	2	2	2	2		18	18	17	19	19		20	20	19	21	21	
Health	57	56	56	57	58		2	3	3	4	3		59	59	59	63*	63*	
Highway (includes Airport)	99	99	98	98	100		0	0	0	0	0		99	99	98	102*	103*	
Human Resources (includes Ins. Admin.)	11	11	10	10	12		5	5	5	3	3		16	16	15	13	15	
Insurance Administration: 1 FT															0	0	0	
Office for the Aging	14	14	15	14	14		1	0	0	0	0		15	14	15	14	14	
Probation	36	38	38	37	37		0	0	0	0	0		36	38	38	37	37	
Public Defender				4	9					2	2					6	11	
Purchasing	3	3	3	3	2		0	0	0	0	0		3	3	3	3	2	
Assigned Counsel	2	2	2	3	3		2	2	2	1	1		4	4	4	4	4	
Social Services (incl. Employment & Training)	288	290	300	315	319		20	19	22	17	16		308	310*	322	332	373*	
Employment & Training: 30 FT; 0 PT															0	0	0	
Solid Waste Programs (includes ERF)	56	56	57	56	58		2	2	2	2	2		59*	58	59	60*	62*	
Veterans' Services	3	3	3	3	3		0	0	0	0	0		3	3	3	3	3	
Youth Bureau (includes Camp Hollis)	6	6	6	6	6		0	0	0	1	0		6	6	6	23*	17*	
TOTAL	925	925	936	964	971	0	202	202	201	171	166	0	1128*	1128*	1137	1168*	1213*	0

*includes seasonal employees: Board of Elections - 19; B & G - 1; DSS - 38; Health - 2; Highway - 3; Solid Waste - 2; Youth Bureau - 11

DEPARTMENT	TITLE	REASON FOR LEAVE
Central Services	Senior Help Desk Administrator	Family/Medical Leave - Intermittent (Paid)
County Clerk	Motor Vehicle Clerk Motor Vehicle Clerk	Family/Medical Leave - Intermittent (Unpaid) Medical Leave of Absence (Unpaid)
District Attorney	Paralegal	Workers' Compensation (Paid)
E-911	Senior Telecommunicator	Family/Medical Leave - Intermittent (Paid)
Highway	Heavy Equipment Operator Medium Equipment Operator Heavy Equipment Operator	Medical Leave of Absence (Unpaid) Workers' Compensation (Paid) Family/Medical Leave - Intermittent (Paid)
Probation	Senior Probation Officer	Family/Medical Leave - Intermittent (Paid)
Sheriff	Correction Officer Patrol Officer Correction Officer Correction Officer Correction Officer Correction Officer	207C Workers' Compensation (Paid) 207C Workers' Compensation (Paid) Family/Medical Leave - Intermittent (Paid) 207C Workers' Compensation (Paid) Family/Medical Leave - Intermittent (Unpaid) Family/Medical Leave (Unpaid)
Social Services	Caseworker Community Service Worker Typist Social Welfare Examiner Community Service Worker Employment Specialist Senior Social Welfare Examiner Employment Specialist Caseworker	Family/Medical Leave (Paid) Family/Medical Leave - Intermittent (Paid) Family/Medical Leave - Intermittent (Unpaid) Family/Medical Leave - Intermittent (Unpaid) Workers' Compensation (Paid) Family/Medical Leave - Intermittent (Paid) Family/Medical Leave (Unpaid) Family/Medical Leave - Intermittent (Paid) Medical Leave of Absence (Unpaid)
Solid Waste	Garage Supervisor	Medical Leave of Absence (Paid)

SUMMARY

Paid Leave	16
Unpaid Leave:	<u>9</u>
	25

Exams Waiting Results as of 09/19/2023

Exam No	Title	Type	Deadline	Exam Date
64591	911 COMMUNICATIONS COORDINATOR (OC)	OC	05/03/2023	06/10/2023
23141	ACCOUNT CLERK (OC)	OC	08/16/2023	09/16/2023
60154	AUDIO VISUAL REPAIRER (CITI BOCES) (OC)	OC	05/03/2023	06/10/2023
76443	FORECLOSURE COORDINATOR (NCP)	NCP	06/07/2023	07/15/2023
66716	PATROL OFFICER (SHERIFF'S DEPARTMENT)/POLICE OFFICER (VILLAGE POLICE DEPARTMENTS) (OC)	OC	08/02/2023	09/09/2023
68958	PAYROLL SPECIALIST (OC)	OC	08/14/2023	07/15/2023
28361	PRINTER'S ASSISTANT (CITI BOCES) (OC)	OC	08/16/2023	09/16/2023
60526	PROJECT REVIEW COORDINATOR (CITI BOCES) (OC)	OC	05/03/2023	06/10/2023
23058	PUBLIC HEALTH TECHNICIAN (OC)	OC	08/16/2023	09/16/2023
77847	REAL PROPERTY DATA ASSISTANT (NCP)	OC	05/03/2023	06/10/2023
74674	SENIOR SOCIAL WELFARE EXAMINER (PROM)	PROM	05/17/2023	06/24/2023
23148	SENIOR TYPIST (OC)	OC	08/16/2023	09/16/2023
23149	SENIOR TYPIST (PROM)	PROM	08/16/2023	09/16/2023
23145	TYPIST (OC)	OC	08/16/2023	09/16/2023
**** TOTAL EXAMS REPORTED ****		14		

Exams Scheduled as of 09/19/2023

Exam No	Title	Type	Deadline	Exam Date
85381	ACCOUNTANT (OC)	OC	10/25/2023	12/02/2023
69284	CASE MANAGER (CITI BOCES) (OC)	OC	09/13/2023	10/21/2023
72212	CORRECTION OFFICER - SERGEANT (PROM)	PROM	08/30/2023	10/07/2023
63295	COUNTY FIRE COORDINATOR (OC)	OC	09/13/2023	10/21/2023
73905	DEPUTY DIRECTOR OF PUBLIC HEALTH (NCP)	NCP	10/25/2023	12/02/2023
75032	DIRECTOR OF ADMINISTRATIVE SERVICES (HIGHWAY) (NCP)	NCP	09/27/2023	11/04/2023
63309	EMPLOYMENT SPECIALIST (OC)	OC	09/13/2023	10/21/2023
67554	INDEX CLERK (OC)	OC	09/13/2023	10/21/2023
79692	INDEX CLERK (PROM)	PROM	09/13/2023	10/21/2023
60044	MOTOR VEHICLE CLERK (OC)	OC	09/13/2023	10/21/2023
72279	PATROL OFFICER - LIEUTENANT (PROM)	PROM	09/13/2023	10/21/2023
74687	PAYROLL ADMINISTRATOR (NCP)	NCP	09/27/2023	11/04/2023
63894	PERSONNEL ASSISTANT (SCHOOLS) (OC)	OC	09/13/2023	10/21/2023
60040	PUBLIC INFORMATION ASSISTANT (CITI BOCES) (OC)	OC	09/27/2023	11/04/2023
78710	SECURITY SPECIALIST (PROM)	PROM	10/25/2023	12/02/2023
68333	SENIOR HUMAN RESOURCES ASSISTANT (OC)	OC	09/13/2023	10/21/2023
67853	SENIOR INDEX CLERK (OC)	OC	09/13/2023	10/21/2023
79693	SENIOR INDEX CLERK (PROM)	PROM	09/13/2023	10/21/2023
60320	SENIOR MOTOR VEHICLE CLERK (OC)	OC	09/13/2023	10/21/2023
76257	SENIOR MOTOR VEHICLE CLERK (PROM)	PROM	09/13/2023	10/21/2023
85453	SENIOR SOCIAL WELFARE EXAMINER (OC)	OC	10/25/2023	12/02/2023
72191	SENIOR SOCIAL WELFARE EXAMINER (PROM)	PROM	10/25/2023	12/02/2023
72152	SENIOR SUPPORT EXAMINER (PROM)	PROM	10/25/2023	12/02/2023
85380	TOURISM & PUBLIC INFORMATION LIAISON (OC)	OC	09/27/2023	11/04/2023
85112	WORKFORCE LIAISON (CITI BOCES) (OC)	OC	09/13/2023	10/21/2023
**** TOTAL EXAMS REPORTED ****		25		