

Human Services Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

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

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

COMMITTEE MEMBERS:

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

CALL TO ORDER:

Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of Minutes for the Human Services Committee's regular meeting on September 5, 2023.

RESOLUTIONS:

- | | |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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
- HS-10** Resolution Opposing New York City's Updated City "Fighting Homelessness and Eviction Prevention Supplement" (FHEPS) Program to Send Homeless Families and Individuals to Upstate New York

COMMITTEE REVIEW AND DECISIONS:

- BID 23-YB-002 CAMP HOLLIS SHORELINE STABILIZATION

REPORTING DEPARTMENTS:

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

EXECUTIVE SESSION:

- Discussions Concerning the Sale, Lease or Acquisition of Real Property

ADJOURNMENT:

Human Services Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Tuesday, September 5, 2023 at 9:00 am

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

COMMITTEE MEMBERS:

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

STAFF AND GUESTS:

Brian Chetney	Matias Garcia	Sara Sunday
Phil Church	Sarah Finley	Stacy Alvord
Savannah Wyckoff	Rich Mitchell	

CALL TO ORDER:

Regular Meeting of the Human Services Committee was called to order at 9 a.m. by Committee Chair Roy Reehil with the Deputy Clerk of the Legislature present. The meeting commenced with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion to approve: Legislator H. Yerdon

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

The minutes for the Human Services Committee's Regular Meeting on July 31, 2023 meeting were approved as amended

RESOLUTIONS:

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

Motion to approve: Legislator Karasek

Second: Legislator Scanlon

Vote: Unanimous, motion carried

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

Motion to approve: Legislator M. Yerdon

Second: Legislator H. Yerdon

Vote: Unanimous, motion carried

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

Motion to approve: Legislator Karasek

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

HS-4 Resolution Authorizing Budgetary Modification Department of Social Services-Other Supplies and Expense Adoption Subsidy

Motion to approve: Legislator H. Yerdon

Second: Legislator Scanlon

Vote: Unanimous, motion carried

HS-5 Resolution Authorizing Budgetary Modification Department of Social Services-Other Supplies and Expense Foster Care Funding

Motion to approve: Legislator Scanlon

Second: Legislator H. Yerdon

Vote: Unanimous, motion carried

HS-6 Resolution Authorizing Budgetary Modification Department of Social Services-Other Supplies and Expense Food Bank of Central New York

Motion to approve: Legislator M. Yerdon

Second: Legislator Connolly

Vote: Unanimous, motion carried

HS-7 Resolution Authorizing Budgetary Modification Department of Social Services-Other Equipment Medicaid Copier

Motion to amend Budget Modification (Removing memo on the bottom): Legislator Reehil

Second: Legislator Scanlon

Vote: Unanimous, motion carried

Motion to approve as amended: Legislator Scanlon

Second: Legislator H. Yerdon

Vote: Unanimous, motion carried

HS-8 Resolution Authorizing Budgetary Modification Department of Social Services-Other Supplies and Expense Code Blue Allocation Acceptance

Motion to approve: Legislator Karasek

Second: Legislator Scanlon

Vote: Unanimous, motion carried

HS-9 Resolution Approving Parks & Recreation, Camp Hollis and Camp Zerbe, 2024 Fee Schedule

Motion to approve: Legislator Karasek

Second: Legislator Scanlon

Vote: Unanimous, motion carried

HS-10 Resolution Concerning a Zoning Area Variance Request Concerning The Konu Property Adjacent To Camp Hollis In The Town of Oswego

Motion to approve: Legislator M. Yerdon

Second: Legislator Karasek

Vote: Unanimous, motion carried

HS-11 Resolution Authorizing Budget Modification Office for The Aging; Accepting Senior Picnic Transportation donations 2023

Motion to approve: Legislator M. Yerdon

Second: Legislator Scanlon

Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

- Modify Office for the aging Contract RFP #19-HD-005- Senior Nutrition Services, Change days of operation.

Motion to approve: Legislator Reehil

Second: Legislator M. Yerdon

Vote: Legislator Karasek Opposed, Unanimous, motion carried

REPORTING DEPARTMENTS

- Matias Garcia provided Veterans Services Department Updates
- Brian Chetney provided Oswego City/County Youth Bureau Program Department Update and possible resolution to review rental & camper fees next month.
- Sara Sunday provided an Office for the Aging Department Update (See handout) and possible resolution for the revision of the meals contract.
- Stacy Alvord provided a Social Services Department Update

EXECUTIVE SESSION:

- **Motion to go into Executive Session at 10:04 A.M. to discuss a matter pertaining to the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.**

Motion to approve: Legislator Reehil

Second: Legislator Scanlon

Vote: Unanimous, motion carried

Motion to re-enter Open Session at 10:11 A.M.: Legislator M. Yerdon

Second: Legislator Scanlon

Vote: Unanimous, motion carried

ADJOURNMENT:

Motion to adjourn at 10:12 p.m.: Legislator M. Yerdon

Second: Legislator Scanlon

Vote: Unanimous, motion carried

DRAFT

Raven Ahart
Deputy Clerk of the Legislature

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 Reehil:

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: <input type="checkbox"/> CO-OP <input type="checkbox"/> Highway <input type="checkbox"/> Silver Star <input type="checkbox"/> Deputies <input type="checkbox"/> OCPA <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Justification of Need (use additional sheets as necessary): <i>The manager responsible for combining WtW 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.</i>		
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
Karryn Anthony	Sr. Employment Specialist	Direct
Meghan Edwards (9/5)	Sr. Employment Specialist	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
Roberta Altimonda	Employment Specialist Assistant	Mexico

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

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

Experience (list amount and type): *Two (2) years of 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 Reehill:

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
Raechele 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

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A6010	545500	RSP				SSADMIN - Other Supplies & Expense - RSP	432,808
			A6010	436890	RSP	SSADMIN - State Aid - RSP	(432,808)
			To accept Rental Supplement Program allocation for SFY2023-24				

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.

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: <i>Principal Admin Services Assistant</i>		
PERCENT OF WORK TIME		
25	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.	
20	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.	
5	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	
5	Provide background check packets to appropriate new candidates, and conduct outreach to Law Enforcement to obtain necessary records re: criminal history	
15	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.	
10	Serve as primary liaison with Dept of HR regarding hiring, terminations, payroll, leaves of absence, etc.	
10	Track status of all budgeted positions within the agency using Filepro database, MUNIS and employee card system	
5	Maintain internal HR records in accordance with CO2 Records Retention and Disposition Schedule.	
5	Oversee the maintenance of multiple databases of employee information, department evacuation lists, organizational charts, hyper-reach participants and groups	
	(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: <input type="checkbox"/> High School _____ years <input checked="" type="checkbox"/> College <u>2</u> years, with specialization in _____ <input type="checkbox"/> Other _____ years, with specialization in _____		
Experience (list amount and type): <i>three (3) years of clerical or para-professional experience which involved explaining, verifying, and processing payroll and/or employee benefits information</i>		
Essential knowledge, skills and abilities: <i>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</i>		
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: *Admin Services Assistant*

**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:

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 315.963.5000 • fax 315.963.5477

TO: Oswego County Legislature

FROM: Stacy Alvord, Department of Social Services Commissioner

DATE: October 12, 2023

RE: Budget Modification – SSADMIN – 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.

/lfw



1-888-952-6937

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quotes@uline.com

QUOTATION

QUOTE #: 3-175306

DATE: 09/18/23

SALES REP: CAROLYNN
MARUSZAK

TERMS: NET 30

FOB POINT: ORIGIN

DELIVERY: BEST WAY

TO:

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

ATTN: JESSICA PRIME

CUST# 11297090

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.

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

10/12/2023
2023

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A6010	521000					SSADMIN - FURNITURE & FURNISHINGS	\$ 4,690
			A6010	511000		SSADMIN - SALARIES & WAGES	\$ (4,690)
						Provide funding to allow the continued purchase of furniture items for CY2023	
						as well as purchase of 18 replacement interview booth chairs for Assistance Programs	

DEPARTMENT HEAD	DATE	COUNTY ADMINISTRATOR	DATE
<hr/>			
*DIRECTOR OF HUMAN RESOURCES	DATE	CHAIRPERSON	DATE
<hr/>			
*# Personnel Services are impacted		COUNTY TREASURER	DATE

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

2023
10/12/2023

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A6010	542500					SSADMIN - REPRODUCTION EXPENSES	\$ 2,000
			A6010	511000		SSADMIN - SALARIES & WAGES	\$ (2,000)
						Provide funding to allow the continued purchase of envelopes and county forms for CY2023	

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

RESOLUTION NO.

October 12, 2023

RESOLUTION OPPOSING NEW YORK CITY'S UPDATED CITY "FIGHTING HOMELESSNESS AND EVICTION PREVENTION SUPPLEMENT" (FHEPS) PROGRAM TO SEND HOMELESS FAMILIES AND INDIVIDUALS TO UPSTATE NEW YORK

By Legislator Roy Reehil:

WHEREAS, on Tuesday, September 26th, New York City Mayor Eric Adams announced an expansion to the City Fighting Homelessness and Eviction Prevention Supplement (FHEPS) rental assistance program; and

WHEREAS, in the announcement, Mayor Adams immediately expanded access to housing for homeless individuals currently residing in New York City by allowing these individuals to move across the state while still receiving housing voucher rental assistance; and

WHEREAS, during a call with county leaders across the state, the Adams administration declared that there are approximately 10,000 individuals and families currently residing in NYC and taking advantage of the City's FHEPS program; and

WHEREAS, it is estimated that approximately 20% (2,000) of these FHEPS-eligible households may look to relocate outside of NYC; and

WHEREAS, the FHEPS program is a five-year program where NYC would reimburse landlords for 70% of the rent of an apartment, where the remaining 30% is the responsibility of the homeless household; and

WHEREAS, while CityFHEPS will reimburse landlords directly for housing costs, the FHEPS program does not provide other social service assistance programs that are required by this population; and

WHEREAS, the counties that receive CityFHEPS households will be responsible for cash assistance, aging services, mental health and substance abuse programming, and daycare; and

WHEREAS, even though NYC's actions will place unaffordable financial burdens on upstate counties and add pressures on their already overstressed human service agencies, NYC and the State Office of Temporary & Disability Assistance (OTDA) did not consult with upstate counties prior to taking this action; and

WHEREAS, Oswego County has no available capacity to house additional homeless populations and is already housing its own homeless residents in other counties; and

WHEREAS, the CityFHEPS program will further exacerbate an already over-stressed housing market across the State; and

WHEREAS, because the CityFHEPS program provides households with HUD-approved maximum rental assistance, homeless households leaving NYC will be able to secure market-rate housing across Upstate New York; and

WHEREAS, the relocation of these families and individuals will thus push our local indigent households into homelessness as the CityFHEPS program will likely supplant local resident populations from securing market rate housing; and

WHEREAS, it is the belief of the Oswego County Legislature that NYC is taking this action solely for the purpose of moving homeless populations out of the City to make room for immigrants it invited by declaring itself a "sanctuary city;" and

WHEREAS, NYC's action may violate New York State Social Services Law § 148, which makes it a crime to "send or bring, or cause to be sent or brought, any needy person into a public welfare district with the purpose of making him a charge on such public welfare district, or for the purpose of avoiding the responsibility of assistance or care in the public welfare district from which he is brought or sent;" and

WHEREAS, the federal government has failed to adopt effective immigration policies and regulations that would have prevented the current crisis.

NOW, THEREFORE BE IT RESOLVED, the Oswego County Legislature hereby calls on Mayor Eric Adams and the City of New York to immediately halt the implementation of the updated CityFHEPS program; and

BE IT FURTHER RESOLVED, the Oswego County Legislature hereby calls on the State of New York to intervene and provide 100% reimbursement to the counties of New York for any costs incurred for providing services to homeless and migrant populations within our State; and

BE IT FURTHER RESOLVED, the Oswego County Legislature calls upon the President and Congress to immediately fulfill their federal responsibilities to address the issues of orderly immigration and asylum status and reasonable border control; and

BE IT FURTHER RESOLVED, that the Oswego County Legislature opposes the changes to the CityFHEPS program and will continue to declare a housing state of emergency; and

BE IT FURTHER RESOLVED, that this Resolution shall be transmitted to the Governor of the State of New York, the New York State Legislature, the City of New York, Mayor Eric Adams, and all others deemed necessary and proper.

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

YES:

NO:

ABSENT:

ABSTAIN:



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

TO: Human Service Committee
FROM: Holly F. Carpenter, Purchasing Director
DATE: October 2, 2023
RE: BID Report

1. BID 23-YB-002 Camp Hollis Shoreline Stabilization

Funding Source: Operating Budget.

Solicitation Process: BID 23-YB-002 CAMP HOLLIS SHORELINE STABILIZATION - was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on August 23, 2023. It was also sent directly to the following vendors:

Slate Hill Constructors Vector Construction
Tuscarora Construction WD Malone

Number of responses: Four (4)

Who, by title, evaluated the bid/proposal: Brian Chetney with the Oswego County Youth Bureau has evaluated the bid responses received and recommends approval to Slate Hill Constructors, Inc.

Name of Company	Location	Proposed Price	Required Documentation VRCS/NCC/VIS/RFC/SHC/					
GORICK CONSTRUCTION	BINGHAMTON, NY	\$1,787,000.00	<table><tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	X	X
X	X	X	X	X				
SLATE HILL CONSTRUCTORS	WARNERS, NY	\$818,000.00	<table><tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	X	X
X	X	X	X	X				
VECTOR CONSTRUCTION CORP.	CICERO, NY	\$1,161,000.00	<table><tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	X	X
X	X	X	X	X				
WD MALONE TRUCKING & EXCAVATING, INC	HANNIBAL, NY	\$894,750.00	<table><tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	X	X	X	X	X
X	X	X	X	X				

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

Evaluation: Slate Hill Constructors was the lowest responsible bidder. There is no objection to the bidder.

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



OSWEGO COUNTY PURCHASING DEPARTMENT

BID COMPUTATION SHEET

OPENED: September 12, 2023 2:00 PM

BID 23-YB-002 Camp Hollis Shoreline Stabilization

	GORICK CONSTRUCTION BINGHAMTON, NY	SLATE HILL CONSTRUCTORS WARNERS, NY	VECTOR CONSTRUCTION CICERO, NY	WD MALONE HANNIBAL, NY	
Total Cost	\$1,787,000.00	\$818,000.00	\$1,161,000.00	\$894,750.00	