



**Cortland County
Government Operations
Committee
Committee Meeting
~ Minutes ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Tuesday, March 10, 2026

10:30 AM

Room 302

Call to Order

The meeting was called to order at 10:30 a.m. by Committee Chair Nauseef.

Roll Call

PRESENT:	Legislator Douglas Bentley, Legislator Cathy Bischoff, Legislator Paul Heider, Legislator Linda Jones, Legislator Dominick Mantella, Vice-Committee Chair Mitchel Eccleston, Committee Chair Joseph Nauseef
ABSENT:	
EXCUSED:	
OTHERS PRESENT:	
Chair of the Legislature	Kevin Fitch
Clerk of the Legislature	Savannah Hempstead
County Administrator	Michael Ponticiello
County Attorney	Victoria Monty
Director of Finance	Andrea Herzog
Director of Personnell	Laurie Leonard
Safety Director	Jason DeRaiche
Elections Commissioner	Tom Brown
Deputy Elections Commissioner	Karen Jenney
Deputy County Clerk	Marcia Ford
Director of DMV	Sonia Ganoung
Legislator	Sandra Price
Resident	Kim Cameron
County Attorney	Nicole Compton (Remote)
Executive Assistant	

Approval of Minutes

- 1. Government Operations Committee Minutes - February 10, 2026**

RESULT:	APPROVED
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Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Establishing a Standardized Policy Development Framework for County Operations

WHEREAS, the Cortland County Legislature is the policy-making body of the County and is responsible for establishing overall legislative direction; AND

WHEREAS, the County Administrator is responsible for the day-to-day administration of County operations and utilizes policies and procedures as administrative tools to implement legislative direction and ensure consistent, effective, and transparent County operations; AND

WHEREAS, Cortland County currently lacks a uniform, countywide framework for the development, review, and implementation of operational policies and procedures, resulting in inconsistent practices across departments; AND

WHEREAS, Departments have historically relied on legacy practices or informal guidance without a standardized process for review, coordination, documentation, or revision; AND

WHEREAS, establishing a standardized policy development framework will promote consistency, accountability, transparency, and continuity across county government while preserving legislative authority; AND

WHEREAS, it is the intent of the Legislature to organize the process by which policies and procedures are developed and administered, without limiting its authority to adopt, amend, or rescind policy by resolution; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the following policy development framework for countywide operational policies and procedures:

Section 1. Establishment of Framework

The Cortland County Legislature hereby establishes a standardized framework for the development, review, and administration of policies and procedures.

Section 2. Legislative Authority

The Legislature retains full authority to:

- Adopt policy direction by resolution;
- Direct the County Administrator to develop policies and procedures; and
- Review, amend, or rescind any administrative or operational policy or procedure developed pursuant to this framework.

Nothing in this resolution shall be construed to limit or diminish the authority of the Legislature.

Section 3. Role of the County Administrator

The County Administrator is hereby authorized and directed to:

- Develop and draft policies and procedures consistent with legislative intent;
- Consult with Department Heads, or other resources, as appropriate;
- Submit proposed policies and procedures to the relevant statutory committee for review and approval;
- Implement approved policies and procedures following committee review and approval; and
- Maintain a centralized repository of all adopted policies and procedures and revisions thereto.

Section 4. Role of Legislative Committees

Statutory committees shall provide subject-matter oversight and review of policies and procedures within their respective jurisdictions.

Each policy or procedure shall identify a responsible department for implementation. The statutory committee with jurisdiction over that department shall review the policy or procedure. Any question regarding committee jurisdiction shall be resolved by the Chair of the Legislature.

Committee review shall include consideration of:

- Alignment with legislative intent;
- Clarity, effectiveness, and potential impacts; and
- Readiness for implementation.

Section 5. Role of Department Heads

Department Heads may establish department-level procedures tailored to their operational needs, provided such procedures do not conflict with adopted countywide policies.

Department-level procedures:

- Shall be submitted to the County Administrator for review to ensure consistency, unless otherwise exempt;
- Must comply with applicable countywide policies;
- Must be maintained in writing; and
- Must be periodically reviewed and updated.

Section 6. Policy Structure and Content Principles

Policies and procedures developed under this framework shall follow a generally uniform structure

sufficient to promote consistency, clarity, and effective implementation.

As appropriate to their subject matter, such policies and procedures shall address:

- Purpose and intent;
- Scope of applicability;
- Relevant legal or regulatory authority;
- Roles and responsibilities for implementation; and
- Any procedures or guidance necessary to support consistent administration.

The specific format, level of detail, and supporting documentation for policies and procedures shall be determined by the County Administrator, in consultation with affected Departments, and may evolve over time to reflect operational needs and best practices. All approved policies must be indexed and titled according to said format determined by the County Administrator.

All approved policies must reference the date approved and legislative committee that approved said Policy.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Douglas Bentley
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 2.

Authorize Grant Application for Records Management - County Clerk

WHEREAS, in 2017 Cortland County participated in a grant with Tompkins County that provided Laserfiche Software to Cortland County for Records Management; AND

WHEREAS, the use of Laserfiche within Cortland County has continued to expand, allowing for increased efficiencies, preservation and access of records; AND

WHEREAS, the Records Management Officer (County Clerk) has identified an ongoing need to scan records, to support departments who are moving towards a paperless process, to decrease the storage demand at the Records Center, and to preserve permanent records; AND

WHEREAS, the Records Management Officer (County Clerk) recommends applying for a grant through New York State Archives Local Government Records Management Improvement Fund to provide scanning services to Cortland County up to \$75,000; AND

WHEREAS, this annual funding opportunity does not require a financial match from Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby supports the Records Management Officer (County Clerk) to apply for the grant through New York State Archives; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to sign the required Institutional Authorization form; AND BE IT FURTHER

RESOLVED, if Cortland County is awarded, the Cortland County Legislature authorizes the County Administrator, upon review by the County Attorney or designee, to sign applicable contracts; AND BE IT FURTHER

RESOLVED, that the Director of Finance hereby is authorized to accept the funds if awarded and create an account for said funds upon notice of the grant award.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Douglas Bentley
SECONDER:	Legislator Paul Heider
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 3.

Proposed Local Law "B" of 2026 - A Local Law Creating an Exception to the Residency Requirement for Appointed Public Officers for the County of Cortland

WHEREAS, there are many public officer positions within Cortland County which require a combination of specialized education and experience; AND

WHEREAS, it is becoming increasingly difficult to find qualified candidates who also reside in Cortland County; AND

WHEREAS, the Cortland County Legislature has previously passed local laws changing the residency requirement for the positions of County Administrator, Public Defender, Chief Assistant Public Defender, Assistant Public Defender, Assistant District Attorney, Deputy Sheriff Titles, Correction Officer Titles, Chief Assistant County Attorney, Assistant County Attorney, Planning Director, and Assigned Counsel Administrator; AND

WHEREAS, it is the desire of the Legislature to have the ability to consider all qualified applicants regardless of residency; AND

WHEREAS, the Government Operations Committee of the Cortland County Legislature has recommended changes to the residency requirement for all appointed public officers; AND

WHEREAS, a public hearing was held on March 26, 2026 before the Cortland County Legislature; AND

WHEREAS, said Local Law has been in its final form upon the desks of the Cortland County Legislature at least seven (7) calendar days exclusive of Sunday, prior to this date; NOW THEREFORE

Be it enacted by the Cortland County Legislature of the County of Cortland as follows:

SECTION 1.

Preface: It is a strong desire of the Cortland County community to install Cortland County residents in the positions of appointed public officers for the County of Cortland (hereafter, “appointed public officers”). It is a strong belief of Cortland County that Cortland County residents are knowledgeable about and concerned with the affairs of Cortland County. As has been recognized by the Courts, we believe that a resident of our County has a stake in the life of this community that is not necessarily shared by a non-resident. A resident is more likely to be familiar with local problems, conditions and needs, and is better qualified to perform the duties of the relevant office in question. *DeHond v. Nyquist*; (65 Misc. 2d 526, 529-530, 318 NYS2d (1971)). At the same time, however, the complexity and breadth of Cortland County Government present a challenge with respect to staffing and recruitment. We recognize that the pool of candidates from which we draw in our County is responsible and caring; however, it is sometimes difficult to staff an office from the pool in Cortland County. This law is being passed based upon the existence of the residency requirement in New York State Public Officer's Law §3.

SECTION 2.

Purpose: It is the purpose of this Local Law to confirm the commitment of Cortland County to hire residents who have the necessary qualifications and skills to meet the requirements of appointed public officer positions. This Law will permit Cortland County to alleviate the problem of staffing and recruitment by permitting Cortland County to solicit candidates for the appointed public officers from the Counties contiguous to Cortland County in the event of an inability to recruit a sufficient number of qualified candidates from within Cortland County for the positions.

SECTION 3.

Authority: Under the Municipal Home Rule Law, Section 10, the County of Cortland has the authority to authorize a non-resident to hold the position of an appointed public officer.

SECTION 4.

Authority of Cortland County to Hire Applicants for Appointed Public Officer Positions: Upon a finding by the Legislature that all recruitment efforts have been adequately pursued, the Legislature shall be authorized to consider and hire applicants who are residents from any county contiguous to Cortland County for appointed public officer positions.

This law does not apply to elective offices or positions with state-mandated residency requirements that cannot be superseded.

SECTION 5.

Severability: If any section of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof that can be given effect without the invalid provision, but shall be confined in its operation to the section thereof directly

involved in the controversy in which such judgment shall have been rendered.

SECTION 6.

Effect: This local law shall take effect upon filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Mitchel Eccleston
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 4.

Establishing the Organizational Hierarchy and Definitions for Cortland County Departments and Administrative Units

WHEREAS, the Cortland County Legislature is authorized under New York State County Law to establish and regulate the organization and administration of county government; AND

WHEREAS, the Legislature seeks to provide clear, consistent definitions for the internal organizational structure of county departments to promote effective administration, accountability, and operational clarity; AND

WHEREAS, establishing standardized definitions for departments and subordinate organizational units will assist in governance, budgeting, personnel administration, and transparency, while preserving legislative oversight and compliance with applicable law; AND

WHEREAS, the Legislature desires to formally identify county departments while permitting appropriate administrative flexibility within those departments; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the following internal organizational structure for departments and subordinate organizational units.

SECTION 1. DEFINITIONS OF ORGANIZATIONAL HIERARCHY

For purposes of county administration, organizational planning, and internal management, the following definitions are hereby adopted:

A. Department

The top-level organizational entity established by state law, local law, or resolution, responsible for a major governmental function. Each Department or Office shall be managed by a Department Head, who may carry a title such as Director or Commissioner.

Department Heads are responsible for the organization and administration of their department and may

structure their department in accordance with this resolution, unless otherwise specified in the department’s establishing instrument. Department Heads are responsible for the performance of their department’s budget and the management of personnel, consistent with applicable law and policy.

B. Division

A primary subdivision within an administrative unit that manages major functional areas and includes multiple program or operational lines. Each division shall be managed by a Division Head and may carry a title such as Deputy Commissioner or Deputy Director.

Formal divisions may be established by a Department Head with approval of the applicable statutory committee of the Legislature, unless otherwise established by local Law or resolution.

SECTION 2. ORGANIZATIONAL GUIDANCE

No formal sub-unit is required below a department if the mission of the department can be managed effectively without further subdivision. Departments should be structured at the smallest organizational level necessary to achieve their mission. For example, it is generally not necessary to create a division consisting of a single employee. Organization below the division level is at the discretion of the Department Head with administrative review by the County Administrator.

SECTION 3. ROLE OF THE COUNTY ADMINISTRATOR

The County Administrator is hereby directed to implement this resolution, including coordinating and overseeing its application across county departments, ensuring consistency with the adopted organizational framework, and supporting compliance with the Legislature’s intent, applicable law, and policy.

SECTION 4. ORGANIZATIONAL CHARTS

Department Heads shall be responsible for providing the County Administrator with an organizational chart for their department, which shall be updated annually. The County Administrator shall make such organizational charts available to the public.

SECTION 5. DEPARTMENTAL LISTING

The departments of Cortland County shall be those listed in Appendix A, attached hereto and made a part of this resolution. Appendix A shall also include divisions created by local law or resolutions and the title of the Department Head for each department. Appendix A may be amended from time to time by resolution of the Legislature.

; AND BE IT FURTHER

RESOLVED; that nothing in this resolution shall be construed to alter statutory duties, create new departments, authorize the creation or reclassification of positions, or modify appointing authority except as otherwise provided by law, collective bargaining agreements, or separate legislative action.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Douglas Bentley
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef

NAYS:	None
EXCUSED:	
ABSENT:	

Monthly Reports

1. Board of Elections Monthly Report

RESULT:	COMPLETED
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2. County Attorney Monthly Report

RESULT:	COMPLETED
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3. Safety Director's Monthly Report

RESULT:	COMPLETED
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4. County Clerk/DMV Monthly Report

RESULT:	COMPLETED
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5. Clerk of the Legislature Monthly Reports

RESULT:	COMPLETED
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6. Personnel Monthly Report

RESULT:	COMPLETED
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Discussion Items

Adjournment

The meeting was adjourned at 10:51 a.m.



**Cortland County
Government Operations
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~ Minutes ~**

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www.cortlandcountyny.gov

Tuesday, February 10, 2026

10:30 AM

Room 302

Call to Order

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Roll Call

PRESENT:	Legislator Douglas Bentley, Legislator Cathy Bischoff, Legislator Paul Heider, Legislator Linda Jones, Legislator Dominick Mantella, Vice Chair Mitchel Eccleston, Chair Joseph Nauseef
ABSENT:	
EXCUSED:	
OTHERS PRESENT:	
Savannah Hempstead	Clerk of the Legislature
Michael Ponticiello	County Administrator
Andrea Herzog	Finance Director
Michelle Phelps	Elections Commissioner
Thomas Brown	Elections Commissioner
Laurie Leonard	Personnel Director
Brooke Kemak	County Clerk
Victoria Monty	County Attorney
Jeri DuVall	Chief Assistant County Attorney (Remote)
Nicole Compton	Executive Assistant to the County Attorney (Remote)
Ashley Millard	Deputy Clerk of the Legislature (Remote)
Carlita Withers	Deputy Finance Director (Remote)

Approval of Minutes

1. January 6, 2026 Government Operations Committee Minutes

RESULT:	APPROVED
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Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Authorize Agreement Roemer Wallens Gold & Mineaux, LLP

WHEREAS, Cortland County has a need for labor law attorneys and consultants to provide the County with comprehensive professional services; AND

WHEREAS, the Government Operations Committee is desirous of entering into an agreement with Roemer Wallens Gold and & Mineaux, LLP to provide these services; AND

WHEREAS, the funding for this agreement is available in account number A14305.54063; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement with Roemer Wallens Gold and Mineaux, LLP to provide the above referenced services, effective February 26, 2026 through December 31, 2028.

RESULT:	PULLED
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ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 2.

Establishing and Delegating Authority to the County Administrator to Execute Certain Agreements in Accordance with Established County Procedures - County Legislature

WHEREAS, Resolution No. 126-22 of the Cortland County Legislature authorized the County Administrator to execute contracts that had been previously approved through the adopted County budget, thereby reducing duplicative legislative authorizations and improving administrative efficiency; AND

WHEREAS, the County Legislature retains authority over appropriations, budget adoption, and the establishment of purchasing policies and thresholds, while day-to-day administrative execution of minor contractual matters is appropriately delegated to the County Administrator; AND

WHEREAS, the County's adopted procurement policy establishes a discretionary purchasing threshold of \$2,500, under which formal quoting is not required; AND

WHEREAS, requiring individual legislative approval for contracts at or below the discretionary procurement threshold creates unnecessary administrative delay and consumes legislative and staff time disproportionate to the fiscal impact of such agreements; AND

WHEREAS, authorizing the County Administrator to execute contracts within this existing discretionary threshold, when sufficient budgeted appropriations exist, will improve operational efficiency, reduce administrative burden, and maintain appropriate fiscal controls; AND

WHEREAS, such authority would apply only to contracts that comply with all applicable procurement laws, County purchasing policies, and budgetary controls, and would not diminish the Legislature's fiscal oversight role; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to execute contracts and agreements on behalf of Cortland County in an amount not to exceed \$2,500 per contract, consistent with the County's discretionary procurement threshold, provided that:

- Sufficient funds have been appropriated in the adopted County budget; and

- The contract complies with all applicable provisions of New York State General Municipal Law, County procurement policies, and any other applicable laws or regulations; and
- The contract is for routine operational purposes and does not involve the acquisition or disposition of real property, long-term obligations, or matters otherwise requiring legislative approval by law;

; AND BE IT FURTHER

RESOLVED, that this authorization is intended to further the policy established by Resolution No. 126-22 by eliminating unnecessary duplicative legislative approvals for minor contracts, while preserving legislative oversight through the budget process and established procurement thresholds; AND BE IT FURTHER

RESOLVED, that the County Administrator shall file quarterly with the Clerk of the Legislature a report identifying all contracts executed pursuant to this authorization, including the vendor name, contract purpose, and dollar amount of each contract.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Douglas Bentley
SECONDER:	Legislator Linda Jones
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 3.

Establishing a Standardized Policy Development Framework for County Operations

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- Consult with Department Heads, or other resources, as appropriate;
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Policies and procedures developed under this framework shall follow a generally uniform structure sufficient to promote consistency, clarity, and effective implementation.

As appropriate to their subject matter, such policies and procedures shall address:

- Purpose and intent;
- Scope of applicability;
- Relevant legal or regulatory authority;
- Roles and responsibilities for implementation; and
- Any procedures or guidance necessary to support consistent administration.

The specific format, level of detail, and supporting documentation for policies and procedures shall be determined by the County Administrator, in consultation with affected Departments, and may evolve over time to reflect operational needs and best practices. All approved policies must be indexed and titled according to said format determined by the County Administrator.

All approved policies must reference the date approved and legislative committee that approved said Policy.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Linda Jones
SECONDER:	Legislator Douglas Bentley
AYES:	Douglas Bentley, Cathy Bischoff, Paul Heider, Linda Jones, Dominick Mantella, Mitchel Eccleston, Joseph Nauseef
NAYS:	None

EXCUSED:

ABSENT:

Monthly Reports

1. **Personnel Monthly Report**

RESULT: COMPLETED

2. **County Attorney Monthly Report**

RESULT: COMPLETED

3. **Safety Director Monthly Report**

RESULT: COMPLETED

4. **Board of Elections Monthly Report**

RESULT: COMPLETED

5. **County Clerk/DMV Monthly Report**

RESULT: COMPLETED

6. **Clerk of the Legislature Monthly Reports**

RESULT: COMPLETED

Discussion Items

1. **2025 County Clerk Annual Report**

RESULT: COMPLETED

Adjournment

The meeting was adjourned at 11:17 AM.

Appendix A: Cortland County Departments

Department Name	Department Head Title	Divisions	County Law, Local Law or Resolution Reference
Board of Elections	Election Commissioners		NYS Election Law
Cortland County Legislature *	Chair, County Legislature (Chief Elected Official)		NYS Constitution (Article 9), County Law, Municipal Home Rule Law
Department of Emergency Response and Communications	Director of Emergency Response and Communications		Local Law 9 of 2014 , which restated Local Law 1 of 2013 (Director)
Department of Information Technology	Director of Information Technology		Local Law __ of 2026, Local Law 3 of 2000 , Local Law 5 of 1971
Department of Planning and Economic Development	Director of Planning and Economic Development		Local Law __ of 2026, Local Law 9 of 2022 , Local 6 of 2019 , Local 2 of 2000 , Local Law 3 of 1979 , Local Law 3 of 1975
Department of Public Works	Commissioner of Public Works	Buildings and Grounds Dwyer Park Highway Recycling Solid Waste Weights and Measures	Local Law 6 of 2025
Department of Social Services	Commissioner of Social Services		
Employment and Training	Employment and Training Director		See Workforce Development
Finance Department	Director of Finance		Local Law 11 of 2023
Health Department	Public Health Director		
Mental Health Department	Director of Community Mental Health Services		
Office for Aging	Director, Office for Aging		
Office of Assigned Counsel	Plan Administrator		
Office of the Clerk of the Legislature	Clerk of the Legislature		NYS County Law §475
Office of the County Administrator	County Administrator		Local Law 8 of 2025 , Local Law 5 of 2018 , Local Law 2 of 2010 , Local Law 3 of 2003 , Local Law 7 of 2002
Office of the County Attorney	County Attorney		NYS County Law §500 & 501

Office of the County Auditor	Manager of Audit and Financial Projects		Resolution No. 43-19 (created position)
Office of the County Clerk	County Clerk		NYS County Law §525 & NYS Constitution §6(e)
Office of the County Coroners	Coroner(s)		NYS County Law §670-679
Office of the District Attorney	District Attorney		
Office of the Public Defender	Public Defender		Local Law 8 of 2023 , Local Law 5 of 1997 , Local Law 2 of 1966
Office of Veterans' Services	Director of Veterans' Services		NYS Veterans' Services Law
Personnel/Civil Service Department	Personnel Officer		NYS Civil Service Law
Probation Department	Probation Director		
Real Property Tax Services	Director of Real Property Tax Services		NYS Real Property Tax Law (Art. 15-A)
Sheriff's Office	County Sheriff		NYS County Law §650-662
Workforce Development Office	Workforce Development Director		Local Law __ of 2026, Local Law 3 of 1987

* Included for organizational clarity only. The Cortland County Legislature is the legislative branch of county government and is not a department under New York State County Law.

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

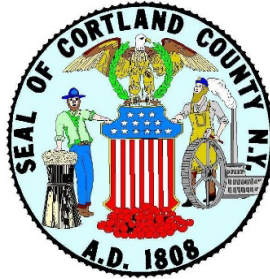
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Phelps

607-753-5125

mphelps@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – February 2026

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
109	194	25	6	162	2	233	38	2	771

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
111	276	231	3	138	2	761

- Completed NCOA(National Change of Address) and updated 427 voter records.
- February 14th was the deadline to change your enrollment until after the June Primary. Any change after the 14th will be effective June 30th.
- February 24th was the first day to sign Designating Petitions.
- February 24th was the first day to hold a Town Caucus.



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, SUITE 312

CORTLAND, NY 13045

PHONE: (607) 753-5095

Jeri A. DuVall

Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

FEBRUARY MONTHLY REPORT – Dated February 27, 2026

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2026	2025	2024	2023	2022
\$3,775.00	\$12,177.00	\$322.50	\$25,775.94	\$151,289.00

FINES COLLECTED:

YTD 2026	2025	2024	2023	2022
\$0.00	\$0.00	\$153,000	\$400.00	\$400.00

CONTRACTS & AGREEMENTS (YTD) to County Attorney's Office for review:

	2026	2025	2024	2023	2022
JAN	57	52	42	24	29
FEB	68	67	73	43	48
MAR		120	87	82	80
APR		146	121	108	112
MAY		164	171	150	142
JUN		196	189	177	172
JUL		221	218	202	188
AUG		244	244	229	236
SEP		272	260	253	267
OCT		293	295	283	286
NOV		327	319	336	323
DEC		392	364	391	371

INCIDENT/ACCIDENT/THREAT REPORTS reviewed by County Attorney's Office:

NEW Since last report	YTD 2026	2025	2024	2023	2022
19	30	152	126	99	92

JD/PINS PETITIONS: Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

Type	YTD 2026	2025	2024	2023	2022
JD	0	21	21	17	12
JD - RTA*	0	7	7	7	4
PINS	4	11	7	12	9
Probation Violations - Support	1	1	3	7	10

* Respondent 16 years of age at date of offense(s), committed 10/01/2018-9/30/2019; 17 years of age at date of offense(s), committed after 10/01/2019

JD (including RTA) referrals for petition by classification of offense:

	YTD 2026	2025	2024	2023	2022
Property Crimes	0	14	11	14	11
Crimes Against Persons	0	7	11	7	2
Sex Offenses	0	6	5	2	1
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	0	1	1	1	3

FAMILY COURT ORDERS: Orders prepared in Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

NEW Since last report	YTD 2026	2025	2024	2023	2022
7	20	82	71	64	49

ERPO (Extreme Risk Protection Orders):

NEW Since last report	YTD 2026	2025	2024	2023	2022
1	2	6	5	5	5

AOT (Assisted Outpatient Treatment):

NEW Since last report	YTD 2026	2025	2024	2023	2022
0	2	1	2	0	0



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
TEL: 607-753-5081

Safety Director's Monthly Update – February 28, 2026

November Highlights:

- First Aid/CPR/AED Training: None held in February, schedule for 2026 trainings will be out soon
- DOS Codes Training (webinar) 2/3/2026-2/5/2026
- LEPC Meeting 2/6/2026
- MH Building Move Meeting 2/3/2026, 2/5/2026, 2/6/2026, 2/12/2026, DAILY 2/18/2026-2/27/2026
- DSS Fire Response Meeting 2/12/2026
- DSS Safety & Security Meeting 2/20/2026
- MH Building Walk Thru
 - Misc. 2/5/2026, 2/23/2026
 - With Code 2/10/2026
 - Emergency Evacuation Drill 2/19/2026
 - With ATI 2/26/2026
- County Infrastructure Meeting 2/20/2026
- Safety & Compliance Committee Meeting 2/25/2026
- Clerk's Chair Lift Inspection
 - Out of order
- PERMA Points Program
 - New Safety equipment purchased through program
- New York State required 1203 report submitted
- ESSA Safety Briefs forwarded to Department Heads:
 - What is Safety
 - Hierarchy of Hazard Control
 - Hazard Communication – High Level Review

Upcoming:

- MH Building Post-Move Meetings to continue weekly
- MH Building Meeting re: Cameras 3/2/2026
- Safety Event Chat w. Patrick Clare 3/3/2026
- Monthly LEPC Meeting 3/6/2026
- CCSD Situational Awareness Training 3/12/2026
- IS300 in Onondaga County 3/18-3/20/2026
- AED Program Webex 3/23/2026
- Safety & Compliance Committee Meeting 3/25/2026
- DSS Safety & Security Meeting 3/27/2026
- Annual Workplace Violence Committee Meeting 3/27/2026



CORTLAND COUNTY CLERK

Courthouse – 46 Greenbush Street

Cortland, New York 13045-3702

P: 607-753-5021

countyclerk@cortlandcountyny.gov

TAMMY L. BARRIGER

MARCIA L. FORD

Deputy County Clerks

BROOKE KEMAK

County Clerk

bkemak@cortlandcountyny.gov

SONIA GANOUNG

Motor Vehicle Director

P: 607-753-5023

February 2026 Activities

- Records Management
 - Met with Michael P. and Morgan to ensure we are working together to apply for the Local Government Records Management Improvement Fund (LGRMIF) annual grant application. Application is due April 1, 2026.
 - Continued work in Laserfiche to develop a streamlined approach to managing inventory and records at the Records Center.
- DMV
 - Implemented the new software called DRIVES. Closure did not exceed what was advertised to the public.
 - DRIVES includes numerous changes, causing two challenges that are running parallel to one another.
 - The learning curve which is to be expected. The employees have exhibited more teamwork and support of one another than I have ever seen at the DMV. This truly has been a team building experience for them. They have persevered through this. I am very proud of them.
 - Operational challenges have been presented with the new requirements of the software, which causes some transactions to take longer and require many more Supervisory overrides. The current employee set-up at the DMV is not build to support these demands. We are working very close with the leaders of the County Clerk's Association to push back strongly against NYS on the Supervisory overrides. Many small to medium county offices have expressed concerns, similar to mine, that operationally this cannot be sustained.
 - DRIVES includes issues that our Association and the NYS DMV are trying to work through. Each day some prior issues are resolved, some remain ongoing and new ones become evident. These issues impact the functionality of the software on the front end with the customer and the Administrative end of our work while reconciling and managing the finances. At the time of this report (2/26), deposits have continued but NYS has agreed to not pull money, due to them, until the issues can be resolved and we can successfully reconcile. This may also cause a delay in transferring DMV Fees and Sales Tax to County Finance, which will be communicated to Andrea.
- County Clerk
 - Attended a user group meeting with our County Clerks hosted by our software vendor; IQS Solution.
- Financials
 - I am working to simplify financial reporting to hopefully provide more concise information. Year to date will be included in the April 2026 Report for January-February.

Requests by Month

Run Date: 03/02/2026 2:42 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
2/2/2026	S000156-020226	Full Release	Yes	2/6/2026
2/2/2026	S000157-020226	Full Release	Yes	2/6/2026
2/3/2026	S000158-020326	Full Release	Yes	2/23/2026
2/3/2026	S000159-020326	No Records Exist	Yes	2/4/2026
2/3/2026	S000160-020326	No Records Exist	Yes	2/4/2026
2/3/2026	S000161-020326	No Records Exist	Yes	2/4/2026
2/3/2026	S000162-020326	No Records Exist	Yes	2/4/2026
2/4/2026	S000163-020426	No Records Exist	Yes	2/4/2026
2/4/2026	S000164-020426	Full Release	Yes	2/4/2026
2/6/2026	S000165-020626	No Records Exist	Yes	2/6/2026
2/6/2026	S000166-020626	No Records Exist	Yes	2/6/2026
2/9/2026	S000167-020926	Exemption Denial	Yes	2/17/2026
2/9/2026	S000168-020926	No Records Exist	Yes	2/12/2026
2/9/2026	S000169-020926	Exemption Denial	Yes	2/12/2026
2/10/2026	S000170-021026	New Request	No	
2/10/2026	R000119-021026	Not Custodian of Records	Yes	2/11/2026
2/11/2026	S000171-021126	Full Release	Yes	2/24/2026
2/11/2026	S000172-021126	No Records Exist	Yes	2/12/2026
2/11/2026	R000120-021126	Waiting for Clarification	No	
2/11/2026	S000173-021126	No Records Exist	Yes	2/12/2026
2/11/2026	S000174-021126	No Records Exist	Yes	2/12/2026
2/11/2026	S000175-021126	No Records Exist	Yes	2/12/2026
2/11/2026	S000176-021126	Full Release	Yes	2/12/2026
2/11/2026	S000177-021126	No Records Exist	Yes	2/12/2026
2/11/2026	S000178-021126	No Records Exist	Yes	2/12/2026
2/11/2026	S000179-021126	No Records Exist	Yes	2/12/2026
2/11/2026	S000180-021126	No Records Exist	Yes	2/12/2026
2/11/2026	S000181-021126	No Records Exist	Yes	2/12/2026
2/11/2026	S000182-021126	No Records Exist	Yes	2/12/2026
2/12/2026	U002982-021226	Not Public Records Request	Yes	2/12/2026
2/13/2026	R000121-021326	Full Release	Yes	2/27/2026
2/13/2026	S000183-021326	Full Release	Yes	2/13/2026
2/13/2026	S000184-021326	Full Release	Yes	2/17/2026
2/16/2026	R000122-021626	New Request	No	
2/17/2026	S000185-021726	Exemption Denial	Yes	2/17/2026
2/17/2026	R000123-021726	Not Custodian of Records	Yes	2/23/2026
2/17/2026	S000186-021726	No Records Exist	Yes	2/18/2026
2/17/2026	S000187-021726	Waiting for Clarification	No	
2/18/2026	S000188-021826	No Records Exist	Yes	2/18/2026
2/18/2026	S000189-021826	No Records Exist	Yes	2/18/2026
2/18/2026	S000190-021826	Full Release	Yes	2/19/2026
2/18/2026	S000191-021826	Full Release	Yes	2/19/2026
2/18/2026	S000192-021826	Full Release	Yes	2/19/2026
2/19/2026	S000193-021926	New Request	No	
2/20/2026	R000124-022026	Waiting for Clarification	No	

Create Date	Reference No	Request Status	Completed/Closed	Close Date
2/20/2026	<u>S000194-022026</u>	No Records Exist	Yes	2/27/2026
2/20/2026	<u>S000195-022026</u>	No Records Exist	Yes	2/27/2026
2/20/2026	<u>S000196-022026</u>	Full Release	Yes	2/26/2026
2/20/2026	<u>S000197-022026</u>	No Records Exist	Yes	2/26/2026
2/23/2026	<u>S000198-022326</u>	New Request	No	
2/23/2026	<u>R000125-022326</u>	Full Release	Yes	2/27/2026
2/23/2026	<u>S000199-022326</u>	New Request	No	
2/24/2026	<u>S000200-022426</u>	No Records Exist	Yes	2/26/2026
2/24/2026	<u>S000201-022426</u>	No Records Exist	Yes	2/26/2026
2/24/2026	<u>S000202-022426</u>	Full Release	Yes	2/26/2026
2/24/2026	<u>R000126-022426</u>	No Records Exist	Yes	2/26/2026
2/25/2026	<u>U003009-022526</u>	Not Public Records Request	Yes	2/25/2026
2/25/2026	<u>S000203-022526</u>	No Records Exist	Yes	2/26/2026
2/25/2026	<u>S000204-022526</u>	Full Release	Yes	2/26/2026
2/25/2026	<u>R000127-022526</u>	Waiting for Clarification	No	
2/26/2026	<u>S000205-022626</u>	Full Release	Yes	2/26/2026
2/26/2026	<u>S000206-022626</u>	Full Release	Yes	2/26/2026
2/26/2026	<u>S000207-022626</u>	Full Release	Yes	2/26/2026
2/26/2026	<u>S000208-022626</u>	Full Release	Yes	2/26/2026
2/26/2026	<u>S000209-022626</u>	Full Release	Yes	2/26/2026
2/26/2026	<u>S000210-022626</u>	Full Release	Yes	2/26/2026
2/26/2026	<u>R000128-022626</u>	New Request	No	
2/26/2026	<u>R000129-022626</u>	New Request	No	
2/27/2026	<u>S000211-022726</u>	No Records Exist	Yes	2/27/2026

CORTLAND COUNTY



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County Historian
Public Information Officer
Records Access Officer
www.cortlandcountyny.gov

Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: March 10, 2026

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of February 2026. As the liaison between the Legislature and the public, our office is committed to promoting transparency, efficiency, and professionalism in all of our work.

Meetings/Trainings Attended:

- All standing committees of the Cortland County Legislature and Legislative Session for the month of January
- Broadband Meetings (multiple)
- Committee Chair Meeting
- Preparation for Advocacy Day in Albany
- NYSACCLB Audit Meeting
- 111 Port Watson Meetings
- LEPC Meeting
- Website Training
- Winter Storm After-Action Meeting
- Pumpkinfest Meeting
- Tax Meeting
- Special Finance & Administration Committee Meeting
- Multiple meetings with Department Heads & County Administrator for various County matters
- Internal Workgroup Meetings
- Convention & Visitor's Bureau Board of Directors Meeting
- FOIL Meeting
- Department Head Meeting
- County Infrastructure Meeting
- Meeting with Representatives from Senator Schumer's Office
- Chairman's Roundtable Meeting
- WHCU Radio Interview
- America250 Meeting with NYSED

Activities Completed:

1. **Meeting Preparation & Follow Up:** Prepared all legislative meeting agendas, with the approval of the Committee Chairs and Chairman. Preparation of all committee minutes for approval.

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2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.
3. **Public Information Officer Duties:**
 - As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many social media posts and sent out press releases. The office is working on more modern approaches to reaching out to the public. Social media engagement is continuing to increase, which was a goal of the office for 2024 and 2025. Pushing things out on both Facebook and Instagram. We have seen a continued increase in activity on both sights.
 - **Started new “Cortland County” Facebook and Instagram – please like, follow, and share.**
<https://www.facebook.com/profile.php?id=61573732018903>
<https://www.instagram.com/cortlandcounty/>
 - Working on updates to the communications policy.
 - **Working on plan for PR and social media improvements for 2026. Updates needed to policies and procedures.**
4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Tracking the bills that are going through State Legislative Session. **Researched all local laws that previously created departments, department heads, divisions, etc. in Cortland County. Working with the County Administrator, County Attorney, and Personnel Officer to finalize the Organizational Resolutions and Local Laws needed for that.** Reorganizing and posting all local laws on the Cortland County website.
5. **Data Transfer:** Deputy Clerk, Ashley Millard, is working diligently to backup all legislative files from the MinuteTraQ program into LaserFiche prior to the switch to CivicPlus. This includes over 13,000 legislative files, over the course of 12 years, with attachments and many references that need to be included. This data backup is tying up the majority of the Deputy’s time, but it is a necessary task that is saving the County tens of thousands of dollars.

Historical Data Transfer work in process – the Clerk of the Legislature is currently moving historical meeting files to be transferred (videos, minutes, etc.) to new system, which is also helping to save the County tens of thousands of dollars.
6. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with

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applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe.

7. **Historian Duties:** A grant from the William G. Pomeroy Foundation was approved for a National Register Plaque for the Little York Pavilion. A check will be coming for the purchase of the plaque, which is to be installed in front of the main pavilion (across from the entrance sidewalk).

- Check arrived and was sent with order form for plaque. **Update – plaque has arrived in the office. A ceremony will be planned for the spring. I will work with Charlie on the installation of the plaque.**

America250 – received limited guidance from NYSED to begin planning. Met with Tabitha Scoville of the Cortland Historical Society to work on plans for the year. No funding has been received as of yet. Began to build out the webpage on the County website. **Update – the webpage is built, a calendar has been added. Events have begun to be added into the calendar. I have developed a logo for the Cortland 250th Celebration, as well as a hashtag. We are still waiting for the check from NYSED. They sent more guidance and a “final” document to be executed on 2/27/26, but everyone is awaiting more guidance on how to execute that document.**

8. **Grants:** Continued work on grants for the Cortland County Courthouse and CDBG Microenterprise Assistance Program. Research and tracking of grant cycles for historical grants. Putting together information for possible grant submissions for historical sites, MAP, and others.

- Microenterprise Grant:
 1. Awarded the renewal for an additional \$200,000 for CDBG Microenterprise Assistance Program.
 - One recipient is moving out of County and will need to rescind the resolution awarding them \$35,000. We have two potential businesses with applications forthcoming – COMPLETED IN AUGUST.
 - Finalized first round of drawdowns for the renewal MAP recipients.
 2. Working with Morgan Spaulding on next year’s CDBG MAP round funding.
 3. Final drawdown has been received for most of the recipients.
- I would like to submit for CDBG HUD funding for the County as well.

9. **Misc.:** Working on updates to the County website. Changed permissions on **ALL** pages of the County website to allow for a new “Intranet” to get away from the home built system that is coming to end of life.

- Continued work on new intranet.

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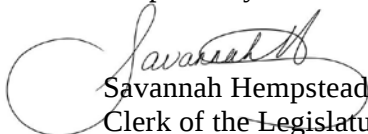
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- Built the webpage for the County's Poet Laureate. More to be added as information comes in. Update: The new poet laureate was appointed and the page will be built out with his work to come.

We continue to face a significant shortage of office space. To operate at the level of effectiveness, confidentiality, and professionalism that our responsibilities require, individual offices are essential. Expanded space will also allow us to advance an important goal for 2026: bringing on interns and making meaningful use of the college resources and talent available in our community. Unfortunately, this initiative cannot be implemented within our current space limitations.

Is there anything that you would like included on my report that you are not seeing, or anything that you would like the office to work on that is not being done?

Respectfully submitted,


Savannah Hempstead, CLBC
Clerk of the Legislature

VACANT APPROVED POSITIONS AS OF MARCH 1, 2026

Department	Title	Vacancy Eff. Date
AGING	AGING SERVICES SPECIALIST	12/12/2025
AGING	DRIVER	1/13/2026
AGING	DRIVER	2/23/2026
AGING	FOOD SERVICE HELPER	9/17/2025
AGING	SENIOR ACCOUNT CLERK	9/26/2025
DEPARTMENT OF PUBLIC WORKS	CLEANER	1/29/2025
DEPARTMENT OF PUBLIC WORKS	CREW LEADER	1/26/2026
DEPARTMENT OF PUBLIC WORKS	HEAVY EQUIPMENT MAINTENANCE MECHANIC	10/8/2025
DEPARTMENT OF PUBLIC WORKS	HEAVY EQUIPMENT OPERATOR	12/19/2025
DEPARTMENT OF PUBLIC WORKS	MOTOR EQUIPMENT OPERATOR	12/19/2025
DEPARTMENT OF PUBLIC WORKS	MOTOR EQUIPMENT OPERATOR	5/23/2024
DEPARTMENT OF PUBLIC WORKS	PARTS CHASER	10/17/2025
DISTRICT ATTORNEY	ASSISTANT DISTRICT ATTORNEY	2/6/2026
DISTRICT ATTORNEY	ASSISTANT DISTRICT ATTORNEY	3/26/2024
DISTRICT ATTORNEY	INVESTIGATOR (DISTRICT ATTORNEY)	NEW 1/1/2026
DISTRICT ATTORNEY	KEYBOARD SPECIALIST	8/22/2025
DSS	CASEWORKER	1/2/2026
DSS	CASEWORKER	12/19/2025
DSS	CASEWORKER	1/16/2026
DSS	SOCIAL WELFARE EXAMINER	2/13/2026
DSS	SUPPORT INVESTIGATOR	2/6/2026
DSS	SUPPORT INVESTIGATOR	12/12/2025
EMERGENCY RESPONSE AND COMMUNICATIONS	DISPATCHER	1/22/2026
INFORMATION TECHNOLOGY	COMPUTER SUPPORT TECHNICIAN	NEW 11/24/2025
MENTAL HEALTH	MENTAL HEALTH CLINICIAN	1/28/2026
MENTAL HEALTH	MENTAL HEALTH CLINICIAN	12/26/2025
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST	8/29/2025
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST	4/14/2025
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST	3/12/2025
PERSONNEL	HUMAN RESOURCES GENERALIST	12/26/2025
PLANNING	LAND USE PLANNER	8/29/2025
PROBATION	PROBATION DIRECTOR	10/15/2025
PROBATION	PROBATION OFFICER	12/15/2025

VACANT APPROVED POSITIONS AS OF MARCH 1, 2026

PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	12/31/2025
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	1/29/2026
REAL PROPERTY	TAX MAP TECHNICIAN	12/19/2025
SHERIFF	CORRECTION OFFICER	2/21/2025
SHERIFF	CORRECTION OFFICER	9/29/2025
SHERIFF	CORRECTION OFFICER	6/25/2025
SHERIFF	CORRECTION OFFICER	5/28/2025
SHERIFF	CORRECTION OFFICER	12/26/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	10/31/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	8/8/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	11/10/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	11/11/2025

Annual Civil Service Report

Employees

County or Town/City Civil Service Agency	Total No of Classified Positions
Cities	161
County	523
School	581
Special district	21
Towns	155
Village	79
Total	1520

Total No of Competeitive Positions	Permanent	Competitive Provisional	Temp
122	111	10	1
330	311	18	1
150	135	15	0
16	15	1	0
15	14	0	1
27	25	1	1
660	611	45	4

Non-Competitive (Section 42)	Exempt	Labor
30	4	5
170	14	9
278	5	148
5	0	0
89	31	20
37	3	12
609	57	194