



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

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

Tuesday, April 7, 2026

10:30 AM

Room 302

Call to Order

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

Roll Call

PRESENT:	Legislator Douglas Bentley, Legislator Cathy Bischoff, Legislator Paul Heider, Legislator Linda Jones, Legislator Dominick Mantella, Committee Vice Chair Mitchel Eccleston, Committee Chair Joseph Nauseef
ABSENT:	
EXCUSED:	
OTHERS PRESENT:	
Savannah Hempstead	Clerk of the Legislature
Victoria Monty	County Attorney
Jason DeRaiche	Safety Director
Wendy Canfield	County Administrator Executive Assistant
Michelle Phelps	Republican Elections Commissioner
Morgan Spaulding	Grants Administrator
Pam Abbott	Deputy Personnell Director
Laurie Leonard	Personnell Director
Katee Padbury	Health Department Programs Coordinator
Nicole Compton	County Attorney Executive Assistant (REMOTE)
Andrea Herzog	Finance Director (REMOTE)
Jeri DuVall	Chief Assistant County Attorney (REMOTE)
Kevin Fitch	Chair of the Legislature (REMOTE)

Approval of Minutes

1. Government Operations March 10, 2026 Minutes

RESULT:	APPROVED
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Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Authorize Pistol Permit/Semiautomatic Rifle License Fee Pursuant to Section 400.00 of the New York State Penal Law - County Clerk

WHEREAS, pursuant to Section 400.00 of the New York State Penal Law, the fee for each license to carry or possess a pistol or revolver, or to purchase or take possession of a semiautomatic rifle, shall be not less than three dollars (\$3.00) nor more than ten dollars (\$10.00); AND

WHEREAS, Section 400.00 further provides that such fee may be fixed by the legislative body of the county; AND

WHEREAS, by Resolution No. 112-04, the Cortland County Legislature established an application fee of ten dollars (\$10.00) in connection with pistol permit licensing; AND

WHEREAS, Section 400.00 of the New York State Penal Law authorizes a fee for the issuance of a license, rather than for an application; AND

WHEREAS, the Cortland County Legislature wishes to align its fee structure with the statutory authorization set forth in Section 400.00; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Clerk to collect a fee of ten dollars (\$10.00) upon the issuance of a license to carry or possess a pistol or revolver, or to purchase or take possession of a semiautomatic rifle, in accordance with Section 400.00 of the New York State Penal Law; AND BE IT FURTHER

RESOLVED, that this resolution shall take effect on May 1, 2026; AND BE IT FURTHER

RESOLVED, that Resolution No. 112-04 be and hereby is rescinded.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Paul Heider
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. 2.

Abolish One Position of Assistant County Attorney/Create One Position of Associate Assistant County Attorney/Assistant County Attorney - Personnel Department

WHEREAS, the needs of the agency will be better served by abolishing one (1) position of Assistant County Attorney and creating one (1) position of Associate Assistant County Attorney/Assistant County Attorney; AND

WHEREAS, the Government Operations Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Assistant County Attorney (Management Compensation Plan, Attorney Grade 2, \$102,700-118,105, exempt class, full-time with benefits) be and hereby is abolished effective April 23, 2026 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Associate Assistant County Attorney/Assistant County Attorney (Management Compensation Plan, Attorney Grade 3, \$76,162, pending jurisdictional classification, full-time with benefits or Management Compensation Plan, Attorney Grade 2, \$102,700-118,105, exempt class, full-time with benefits) be created effective April 24, 2026 at 12:01 AM.

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

Action Items

1. **Approve Policy - Family and Medical Leave Policy**

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Mitchel Eccleston
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 10:50 AM.

On motion of Mr. Wern, seconded by Ms. Breed and adopted by all members present voting aye, Agenda Item No. 33 became

Resolution No. 110-04

Authorize Agreement, TLC Emergency Medical Services, Inc., Coroner's Office

WHEREAS, the County of Cortland Coroners require removal and transport services for the removal and transport of dead bodies from accident scenes, hospitals or other facilities, NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature, upon review and approval by the County Attorney, be and hereby is authorized to enter into an agreement from January 1, 2004 to December 31, 2004, with TLC Emergency Medical Services, Inc., 160 Homer Avenue, Cortland, NY 13045, at a rate of \$375.00 for each body removal as requested by the County Coroners (transport outside of Cortland County will be \$5.00 per loaded mile)

On motion of Mr. Wern, seconded by Ms. Brown and adopted by all members present voting aye, Agenda Item No. 34 became

Resolution No. 111-04

Accept Grant/ Amend Budget/ Authorize Agreement, Youth Bureau
(Member Item Grant)

WHEREAS, a Member Item Grant from Assemblyman Gary Finch's office in the amount of \$5,000., was awarded to the Youth Bureau for Cortland County Communities That Care for 2004, NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature, upon review and approval by the County Attorney, be and hereby is authorized to enter into this agreement with the NYS Office of Children and Family Services to accept these additional funds, AND, BE IT FURTHER

RESOLVED, that the 2004 County Budget be and hereby is amended as follows:

Increase:

Expense:

A73125.54005.4316 Youth Bureau Member Item Grant \$5,000.

Revenue:

A731243.43831 YB Communities that Care Grant 5,000.

On motion of Ms. Breed, seconded by Mr. Cornell and adopted by all members present voting aye except Mr. Ross voting nay, Agenda Item No. 35 became

Resolution No. 112-04

Authorize Increase, Application for Pistol Permit Fee, County Clerk's Office

WHEREAS, pursuant to Section 400.00 of the NYS Penal Code, the fee for each license to carry or possess a pistol or revolver, be not less than \$3.00 nor more than \$10.00, as determined by the Legislative body of the County, AND

WHEREAS, the Counties adjacent to Cortland County as well as the majority of the Counties in New York State charge \$10.00 for an Application for a Pistol Permit, NOW THEREFORE, BE IT

RESOLVED, that the fee charged for an Application for a Pistol Permit in Cortland County, be and hereby is raised from \$8.00 to \$10.00.

PRIVILEGE OF THE FLOOR:

Chairman Steve granted privilege of the floor to Dr. Carl E. Haynes, President of Tompkins Cortland Community College. Dr. Haynes thanked the Legislature and Chairman Steve for the opportunity to share their 2002-2003 Annual Report with them and to detail some of their ideas. Dr. Haynes spoke about the fact the college has one major goal "learning and focus on the learner" with five areas of focus. Dr. Haynes stated the driving force is to make sure students receive the proper attention and services needed to achieve. Dr. Haynes noted that in 2000 they were the only college in New York State to be cited for being a learning champion. Dr. Haynes stated in 2003 the college realized they needed to renew their focus to that fundamental cause. Dr. Haynes then went on to discuss several areas of the report.

ANNOUNCEMENTS:

Human Services and Judiciary and Public Safety Committee meetings are changed to April 1 at 7:30 and 10:00 a.m. A thank you was extended to Dave Law for bringing the snow cross races to Cortland County.

On motion of Mr. Cornell, seconded by Mrs. Brown and all members present voting aye, the meeting was adjourned at 7:25 p.m.

APRIL 15TH, 2004 - 6:00 P.M.

Chairman Steve called the meeting to order at 6:00 p.m. and led the Salute to the Flag. The Clerk called the roll and all members were recorded as present, except one member, Ms. Tytler, recorded as absent.

On motion of Ms. Brown, seconded by Mr. Behrenfeld and adopted by all members present voting aye, the minutes of the March 18, 2004 session were approved as printed.

PRIVILEGE OF THE FLOOR:

Chairman Steve granted Privilege of the Floor to Peter Koryzno, representing the Cortland Regional Sports Council. Mr. Koryzno thanked the body for the opportunity to give a presentation. Mr. Koryzno stated the idea behind the CRSC is to promote sporting events in the County and coordinate the efforts by everyone involved in bringing the events here. Mr Koryzno

14. Fees. In the city of New York and the counties of Nassau and Westchester, the annual license fee shall be twenty-five dollars for gunsmiths and fifty dollars for dealers in firearms. In such city, the city council and in the counties of Nassau and Westchester the legislative body of such county shall fix the fee to be charged for a license to carry or possess a pistol or revolver or to purchase or take possession of a semiautomatic rifle and provide for the disposition of such fees. Elsewhere in the state, the licensing officer shall collect and pay into the county treasury the following fees: **for each license to carry or possess a pistol or revolver or to purchase or take possession of a semiautomatic rifle, not less than three dollars nor more than ten dollars as may be determined by the legislative body of the county;** for each amendment thereto, three dollars, and five dollars in the county of Suffolk; and for each license issued to a gunsmith or dealer in firearms, ten dollars. The fee for a duplicate license shall be five dollars. The fee for processing a license transfer between counties shall be five dollars. The fee for processing a license or renewal thereof for a qualified retired police officer as defined under subdivision thirty-four of section 1.20 of the criminal procedure law, or a qualified retired sheriff, undersheriff, or deputy sheriff of the city of New York as defined under subdivision two of section 2.10 of the criminal procedure law, or a qualified retired bridge and tunnel officer, sergeant or lieutenant of the triborough bridge and tunnel authority as defined under subdivision twenty of section 2.10 of the criminal procedure law, or a qualified retired uniformed court officer in the unified court system, or a qualified retired court clerk in the unified court system in the first and second judicial departments, as defined in paragraphs a and b of subdivision twenty-one of section 2.10 of the criminal procedure law or a retired correction officer as defined in subdivision twenty-five of section 2.10 of the criminal procedure law shall be waived in all counties throughout the state.



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Asst. County Atty/Assoc. Asst. County Atty Abolish Asst. County Attorney

Bargaining Unit: Management

Purpose and Background:

The Assistant County Attorney position was unfunded in 2025. It was made full time for 2026 but not funded until July 1, 2026.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 2 Salary Range \$ 102,700 - 118,105

Requested Grade/Salary of Position: Grade 2/3 Salary Range \$ 76,812 - 118,105

Annual Increase: \$ n/a County Share: \$ n/a # of Positions Affected: 1

Goals:

Ability to hire an individual with a Juris Doctor (law school degree) but not yet admitted to practice law will potentially result in being able to fill the vacancy sooner. Other departments within the County have found success with this approach.

Operational Impact:

Earlier filling of the vacancy will result in being able to reap the benefits of additional staff sooner.

Requested By:

Victoria Mandy
Signature of Requesting Department Head

3/26/2026
Date

Personnel Officer Approval

Jamie Linn
Signature of Personnel Officer

3/27/26
Date

County Administrator Budget Impact Statement:

None - potential savings.

County Administrator Approval

Michael G. Burtchell
Signature of County Administrator

3/27/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Cortland County Administrative Policy Manual

Family and Medical Leave Policy

Policy/Procedure Number: 01.011

Modified Date (s): 3/22/2018

Effective Date: 3/13/2018

Next Review: as needed

Resolution No.: 142-18

Objective: To establish a policy and procedure for Family and Medical Leave request for eligible County employees.

Reference (All applicable federal, state, and local laws): **Family and Medical Leave Act**

Legislative Policy Statement:

Responsible Department: Personnel

General Information: ~~Employees who have worked for at least (1) year and for at least 1250 hours during the preceding 12-month period are eligible for Family and Medical Leave. Except for those employees designated as “key employees,” employees will be returned to the same or to an equivalent position upon their return from leave.~~

In accordance with the Family and Medical Leave Act (“FMLA”), the County provides eligible employees with certain job protected leave for qualifying FMLA reasons.

I. Definitions:

II. Policy:

Employee Eligibility: Employees are eligible for FMLA leave if:

1. They have worked for the County for at least 12 months (the 12 months need not be consecutive);
2. They have worked for at least 1,250 hours during the 12 month period before commencement of the leave; and
3. They work at a worksite with 50 or more employees within a 75-mile radius.

Basic FMLA:

All employees who meet the applicable time of service requirements may be granted a total of 12 weeks of Family and Medical Leave ~~and paid sick, vacation, and personal leave combined during any calendar year~~ for the following reasons:

- A. The birth of the employee’s child and in order to care for the child;
- B. The placement of a child with the employee for adoption or foster care;



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- C. To care for a spouse, child, or parent who has a serious health condition;
- D. A serious health condition that renders the employee incapable of performing the functions of the employee's job;
- E. Qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

The relevant 12-month period used to determine eligibility for Basic FMLA leave will be based on a calendar year (running January 1 through December 31).

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement.

When spouses are both employed by the County, they are limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken:

- For the birth of the employees' son or daughter or to care for the child after birth;
- For placement of a son or daughter with the employees for adoption or foster care, or to care for the child after placement; or
- To care for an employee's parent with a serious health condition.

The terms serious health condition, spouse, parent, son, and daughter are defined in accordance with the FMLA. If you have any questions regarding these definitions, please contact the Personnel Department.

Military Family Leave

There are two types of Military Family Leave available: Qualifying Exigency Leave and Covered Service member Leave.

Qualifying Exigency Leave – Employees meeting the eligibility requirements of FMLA may be entitled to use up to 12 weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies.

Leave may be used if the employee's spouse, son, daughter, or parent (the "military member") is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. The term "covered active duty" is defined in accordance with the FMLA. If you have any questions about what constitutes a "covered active duty," please contact the Personnel Department.

Qualifying exigencies may include:

- Short-notice deployment (up to 7 days of leave);



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- Attending certain military events and related activities;
- Arranging for alternative childcare and attending certain school meetings;
- Addressing certain financial and legal arrangements;
- Spending time with a covered service member who is on short-term rest and recuperation leave (up to 15 calendar days of leave);
- Caring for a military member's parent who is incapable of self-care, when such care is necessitated by the member's covered active duty (i.e., arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, attending meetings with staff at a care facility, etc.);
- Attending certain counseling sessions;
- Attending post-deployment activities that occur up to 90 days after the termination of the covered service member's active duty status or to address activities that arise from the death of a covered service member while on (covered) active duty status; and
- Other activities arising out of the service member's active duty or call to (covered) active duty status which are agreed upon by the County and the employee.

The relevant 12-month period used to determine eligibility for Qualifying Exigency Leave will be a calendar year (running January 1 through December 31).

Covered Service Member Leave (a.k.a. "Military Caregiver Leave")

There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of unpaid leave during a single 12-month period to care for an immediate family member (spouse, child, parent) or next of kin (nearest blood relative) who is a covered service member.

A "covered service member," as it applies to this form of leave, is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. The terms "covered veteran" and "serious injury or illness" are defined in accordance with the FMLA. If you have any questions about what constitutes a "covered veteran" or a "serious injury or illness," please contact the Office of Personnel.

The 12-month period for Covered Service Member Leave is defined as the 12-month period measured *forward* from the date an employee's first FMLA leave to care for the covered service member begins. In other words, the single 12-month period begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that



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date, regardless of the method used by the County to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying reasons. During this 12-month period, an eligible employee's FMLA leave entitlement is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason.

In cases where both spouses are employed by the County, the combined total of leave taken to care for a covered service member may not exceed 26 weeks in a single 12-month period.

~~The FMLA also allows eligible employees to take up to 26 workweeks of unpaid, job protected leave in a "single 12-month period" to care for a covered service member with a serious injury or illness."~~

~~The entitlement to leave for the birth or placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement.~~

III. Procedure:

~~A. Application for Leave~~

~~In all cases, an employee requesting leave must complete the "Application for Family and Medical Leave" and return it to the Personnel Office. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.~~

A. Notice of Leave

~~An employee intending to take Family and Medical Leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least 30 days before the leave is to begin. If leave is to begin within 30 days, an employee must give notice to the employee's immediate supervisor and to the Personnel Office on the form entitled "Application for Family and Medical Leave" as soon as the necessity for leave arises.~~

To request leave, eligible employees should provide written notice of the need for leave to the Personnel Department. Employees may use the "Employee Request for Family and Medical Leave" form to the Personnel Department. The FMLA forms are available on the Cortland County Personnel Department webpage.

If the need for leave is foreseeable, the employee must notify the Personnel Department at least 30 days before the FMLA leave begins. When 30 days' notice is not possible, the employee must give notice as soon as practicable (or within 1 or 2 business days) of learning of the need for leave, except in extraordinary circumstances. This notice will enable the County to plan for the employee's absence, and ensure that the employee has all the necessary documentation before the leave begins. Communication is of the utmost importance both before and during the



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employee's leave. Failure to provide such notice may be grounds for delaying the start of the FMLA leave or denying the request for leave.

If the need to use FMLA leave is not foreseeable, the employee must notify their supervisor(s) and the Personnel Department as soon as practicable (or within 1 or 2 business days).

Employees are expected to provide notice in accordance with this Policy, as well as the County's usual and customary notice requirements, which means that notice of the need for unforeseeable FMLA leave should ordinarily be given prior to the start of the employee's workday, absent unusual circumstances. Failure to provide such notice may be grounds for delaying the start of the FMLA leave or denying the request for leave.

B. Medical Certification of Leave

~~An application for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.~~

~~If the employee is needed to care for a spouse, child, or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of the job.~~

~~Failure to supply the "Medical Certification Statement" as required may result in disciplinary action in addition to denial of Family and Medical Leave.~~

The County will require that an employee's request for leave to care for the employee's spouse, son, daughter, or parent with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, be supported by written medical certification issued by an appropriate health care provider providing the medical attention. Additionally, if an employee is requesting either Qualifying Exigency Leave or Military Caregiver Leave, the employee must also provide appropriate certification.

When the employee requests leave, the County will notify the employee of the requirement for certification and when it is due. The employee must provide the requested certification to the County within 15 calendar days after the County's request, unless to do so is not practicable despite the employee's diligent, good faith efforts. Failure to provide requested certification in a timely manner may result in denial of leave until it is provided.

The employee certification must be complete and sufficient. In the event that the certification is deficient, the County will advise the employee, in writing, what additional information is



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necessary to make the certification complete and sufficient. The employee will be given 7 calendar days to cure any such deficiency. If the deficiencies are not cured in the resubmitted certification, the County may deny the taking of FMLA leave.

The County may require verification of the need for leave by requesting that the employee obtain a second or third medical opinion. Failure to obtain the second and/or third medical opinion(s), where applicable, will result in the result in denial of FMLA leave. Where permissible, the County may also require subsequent medical recertification and/or an annual certification. Failure to provide requested certification within 15 days, unless it is not practicable to do so despite the employee's diligent, good faith efforts, may result in the delay of further FMLA leave.

C. Intermittent Leave

Intermittent leave, where authorized, may be used in one-quarter (1/4) hour increments.

Leave because of a serious health condition involving an employee or an employee's spouse, child, or parent, or either type of Military Family Leave may be granted on an intermittent basis (in separate blocks of time due to a single health condition) or on a reduced-schedule leave (reducing the number of hours worked per workweek or workday) when necessary because of the nature of the medical condition and the scheduling of medical treatments. However, leave may not be taken on an intermittent basis or on a reduced work schedule when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption.

When planning medical treatment, employees must consult with the County and make reasonable efforts to schedule leave so as not to unduly disrupt the County's operations.

If leave is unpaid, the County will reduce the employee's salary based on the amount of time actually taken. In addition, while an employee is taking recurring leave on an intermittent or reduced-schedule basis for foreseeable, planned medical treatments, the County may temporarily transfer or assign the employee to another position or an alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

D. Benefits Coverage During Leave

~~During a period of Family and Medical Leave, an employee will be retained on the County's health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that the employee made to the plan before taking leave. Failure of the employee to pay such share of the health insurance premium may result in loss of coverage.~~

~~If the employee fails to return to work after the expiration of leave, the employee will be required to reimburse the County for payment of the County's~~



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~~share of health insurance premiums during the family leave, unless the reasons the employee fails to return is the presence of a serious health condition which prevents the employee from performing the employee's job or to circumstances beyond the employee's control.~~

~~An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of leave. An employee who takes Family or Medical Leave will not lose any seniority or employment benefits that accrued before the date leave began.~~

While an employee is on leave, the County will maintain the employee's health benefits as if the employee continued to be actively employed. Specifically, the County will continue to pay the County's portion of the employee's group medical premium during the FMLA leave. In addition, the employee will be given the opportunity to choose continuation coverage under the COBRA regulations if he/she has not returned to work at the end of the FMLA period.

If paid leave is substituted for unpaid FMLA leave, the County will deduct the employee's portion of the group medical premium as a regular payroll deduction. If leave is unpaid, the employee will be responsible for continuing to contribute their portion of the premium by remitting it on a monthly basis to the County.

The employee's coverage and the coverage of all enrolled dependents will be terminated if the payment of the employee's portion of the premium is more than 30 days late. If the payment is more than 15 days late, the County will send the employee a letter to this effect. If the County does not receive the payment for outstanding benefit premiums within 15 days after the date of that letter, the employee's coverage will terminate for non-payment of their required contributions.

The employee has a five (5) day grace period to submit payment after which coverage will be discontinued if payment is not received and will result in the loss of their COBRA rights. There are no provisions for reinstating the employee's coverage after the COBRA rights have been lost.

If an employee on unpaid FMLA leave chooses not to return to work for reasons other than (1) a continued serious health condition of the employee or the employee's family member, (2) a serious injury or illness of a covered service member which would otherwise entitle the employee to FMLA leave, or (3) a circumstance beyond the employee's control, the County will require the employee to reimburse them the amount it paid for the employee's health insurance premium during the leave period.

E. Substitution of Accrued Paid Leave

Employees on unpaid FMLA leave are required to substitute all forms of available accrued paid leave for their unpaid leave. Sick and/or family sick time (if applicable) must be utilized first, then (in no required order) vacation, personal, holiday and compensatory. Collective bargaining



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agreements or employment plans may allow certain amounts of leave accruals to be retained. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Furthermore, in no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100 percent of an employee's normal wages. An employee's FMLA leave runs concurrently with other types of leave or paid time taken during the FMLA leave.

Employees who are on a leave of absence that is covered by payments such as disability or Workers' Compensation benefits, will not be required to substitute accrued paid leave while receiving these benefit payments. The County does not allow Workers' Compensation benefits to be supplemented by accrued paid leave. Any leave of absence taken pursuant to an applicable disability law or Workers' Compensation law will be run concurrently with FMLA leave when the reason for leave qualifies under these laws.

F. Reporting While on Leave

While on leave, employees may be required to contact the Personnel Department to report on their status and intent to return to work. In addition, the employee must give notice as soon as practicable, within 2 business days, if the dates of the leave change, are extended, or were unknown initially.

G. Return to Work at Conclusion of FMLA Leave

Prior to the exhaustion of FMLA leave, employees will be responsible for notifying the Personnel Department, in writing, regarding their intention to return to work.

An employee (whose leave was occasioned by the employee's own serious health condition that made the employee unable to perform their job) will be required to present medical certification from the health care provider that he/she is able to resume work. This certification may specifically address the employee's ability to perform the essential functions of his or her job. Failure to provide such medical certification may result in delay or denial of reinstatement.

H. Restoration to Employment

~~An employee eligible for Family and Medical Leave, with the exception of those employees designated as key employees will be restored to the employee's former position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The County cannot guarantee that an employee will be returned to such person's original position. A determination as to whether a position is an "equivalent position" will be made by the County.~~



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Whenever possible, employees who return at the end of the approved leave time will be restored to the position they held when the leave began. If the same position is not available, the employee will be restored to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. An exception to this policy of restoration may be made with respect to “key employees” (*i.e.*, salaried employees in the top 10% of the County’s payroll). A determination as to whether a position is “equivalent” will be made by the County.

G. Return from Leave

~~An employee must complete a “Notice of Intention to Return from Family and Medical Leave” which includes a “fitness for duty” report, before the employee can be returned to active status. If an employee wishes to return to work before the expiration of a Family and Medical Leave of absence, notification must be given to the Personnel Office at least 15 working days before the employee’s planned return.~~

I. Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave absence could be considered an abandonment of the employee’s employment. An employee who requests an extension of Family Leave and Medical Leave due to the continuation, recurrence, or onset of the employee’s own serious health condition or of the serious health condition of the employee’s spouse, child or parent, must submit a request for an extension in writing to the Personnel Office, for final consideration. This written request should be made as soon as the employee realizes that the employee will not be able to return at the expiration of the leave period.

J. Fraud

An employee who fraudulently obtains FMLA leave is subject to disciplinary action, up to and including termination.

K. Forms

All forms are available on the Cortland County Personnel Department web page.

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

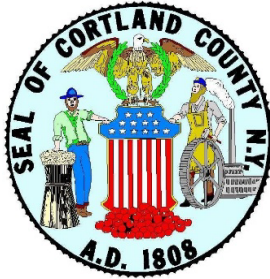
607-753-5033

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 – March 2026

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
136	171	0	8	95	0	0	38	2	450

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
138	163	0	3	152	46	502

- Upgraded the Ballot Programming server and ICE tabulators.
NYSBOE conducted testing and certified the equipment.
Liberty Vote came and conducted a week-long training for our Voting Machine Specialists.
- Submitted Security Plans for the Primary Election.
- March 30th begins the Designating Petition filing period.



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

MARCH MONTHLY REPORT – Dated March 31, 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	97	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
12	42	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	2	21	21	17	12
JD - RTA*	0	7	7	7	4
PINS	5	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	1	14	11	14	11
Crimes Against Persons	1	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
9	29	82	71	64	49

ERPO (Extreme Risk Protection Orders):

NEW Since last report	YTD 2026	2025	2024	2023	2022
2	4	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 – March 31, 2026

March Highlights:

- First Aid/CPR/AED Training:
 - None held in March
 - Next training scheduled for 4/29/2026
- MH Building Post-Move Meetings 3/3/2026, 3/10/2026, 3/17/2026, 3/24/2026, 3/31/2026
- Safety Event Meeting w. PERMA 3/3/2026
- Gym Walkthrough w. IT/B&G 3/4/2026
- LEPC Monthly Meeting 3/6/2026
- INET Discussion 3/10/2026
- CCSD Situational Training 3/12/2026
- Safe Refuge Area Testing at 111 Port Watson 3/12/2026, 3/26/2026
- Compliance Meeting 3/13/2026
- IS300 Training in Onondaga County 3/18-3/20/2026
- Informational Meeting w. Avive re: AED Program 3/23/2026
- DPW Meeting 3/23/2026
- Meeting w. PERMA 3/24/2026
- Safety & Compliance Committee Meeting 3/25/2026
- Meeting w. Tompkins County Safety Director 3/26/2026
- Meeting w. Jerome Fire Equipment Co re: contract 3/26/2026
- Safety Committee Meeting 3/26/2026
- Annual Workplace Violence Committee Meeting 3/27/2026
- 111 Port Watson Fire Drill Discussion 3/31/2026
- Clerk's Chair Lift Inspection
 - Remains out of order
- PERMA Points Program
 - Purchased Stop the bleed kits, Finger cut kits
- ESSA Safety Briefs forwarded to Department Heads:
 - Chemical Safety
 - Pictograms
 - Hazard Communication Summary
 - Low-Head Dam Safety Overview
 - Spring Clean-Up Tips

Upcoming:

- MH Building Post-Move Meetings to continue weekly
- Safety Event Meeting w. PERMA 4/2/2026
- AED Meeting w. Grant Administrator 4/2/2026
- Monthly LEPC Meeting 4/3/2026
- Safety & Security Meeting w. DSS 4/3/2026, 4/17/2026
- Defensive Driving Course for employees 4/7/2026
- Confined Space Training 4/8/2026
- ESSA Conference 4/8-4/9/2026
- Compliance Meeting 4/10/2026
- Quarterly Workplace Violence Advisory Team Meeting 4/15/2026
- Safety & Compliance Committee Meeting 4/22/2026
- OSHA Report Reminders Meeting 4/22/2026



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

March 2026 Activities

- Records Management
 - Local Government Records Management Improvement Fund (LGRMIF) annual grant application due April 1st. Grant is in its final review for submission.
- DMV
 - Issues with new software being addressed between the County Clerk's Association and NYS DMV.
 - Legacy data not carrying over to the new system in some cases
 - Legacy data on resolved issues carried over to the new system as unresolved
 - Supervisor override need has increased; prior to change there may have been 8-10 a week; with the new software we are seeing 7 times that amount.
 - Credit card transactions: NYS indicates they have resolved the issue. This will be monitored closely.
 - Current staffing levels are being discussed along with best practices to help reconfigure resources. Many offices are finding they are not sufficiently staffed to cover the day-to-day requirements of the office, primarily on the administrative end. Cortland is experiencing the same.
 - Identified a need to increase public education through discussion with the Cortland County Board of Elections.
 - By law the DMV has customer facing devices (CFDs) for DMV customers to register to vote or change their registration data. Previously this was a simpler task. The process now is either 4 (individual declines to go through the process) or 14. We have found that customers get frustrated reading through the screens, do not decline properly and end up having to answer an additional 10 questions. As a result of their frustration and/or not thoroughly reading the questions, they opt for items that change their data. Example: We had an individual inadvertently change their registered party.
 - Locally, we are putting up better signage in regards to this process.
 - There has not been any identified system issue where information is changing as part of process. The changes appear to be directly related to the way people are answering the questions.
- County Clerk
 - Participated in Vietnam Veterans Remembrance Day - CNY Living History Center.
 - Preparing for the Gun Show at the NYS Fairgrounds for pistol permits. This is a trial run for ongoing participation as it is difficult to staff with our small office.
 - Partnered with SUNY Cortland's new Global Passport Program to process passport applications for 20 students who will be studying abroad.

Financial Activity
January – February 2026

Numbers are rounded

Revenue - General Fund	YTD February 2026	2026 Budget	2025 Actual
Clerk – Fees	\$102,470	\$1,012,000	\$1,258,509
Clerk – Transfer Tax	\$71,232		
Clerk – Local Mtg. Tax	\$49,799		
Clerk – Total	\$223,501		
DMV – Fees & Sales Tax	\$53,593	\$715,000	\$770,689
DMV – Use Tax	\$31,172*		
DMV – Online Revenue	\$21,211*		
DMV – Total	\$105,976*		
*February figures have not been received; projected			
Total Revenue	\$329,477	\$1,727,000	\$2,030,198

CORTLAND COUNTY



Savannah M. Hempstead, CLBC
Clerk, Cortland County Legislature
shempstead@cortlandcountyny.gov
(607) 753-5048

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

Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: April 7, 2026

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of March 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 March
- Broadband Meetings (multiple)
- Committee Chair Meeting
- CDBG Microenterprise Awardee Site Visits
- Meeting w/ Tompkins County Legislative Chair
- JUUL Settlement Funding Meeting
- Workforce Organizational Meeting
- Ag Summit
- Occupancy Tax Community Discussion
- Administrative Resolution Meeting
- Courthouse HVAC Meeting
- Legislative Breakfast
- Pumpkinfest Meeting
- Attendance at NYSAC Conference
- Special Government Operations Committee Meeting
- Multiple meetings with Department Heads & County Administrator for various County matters
- Internal Workgroup Meetings
- Convention & Visitor's Bureau Board of Directors Meeting
- Department Head Meeting
- Chairman's Roundtable Meeting
- WHCU Radio Interview

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.

CORTLAND COUNTY



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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 a Cortland County YouTube page:**
<https://www.youtube.com/@CortlandCountyNY>
 - **Please like, follow, and share the County socials:**
<https://www.facebook.com/profile.php?id=61573732018903>
<https://www.instagram.com/cortlandcounty/>
 - Working on updates to the communications policy.
 - **Started implementation of the PR plan 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.

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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 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. We have received final guidance and submitted the paperwork. We are awaiting the funding.**

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 all of the recipients.
 4. We have submitted a request for a one or two month extension due to Cobblestone Valley Farm not receiving their custom piece of machinery by the end of the grant period. Still awaiting a response.

CORTLAND COUNTY



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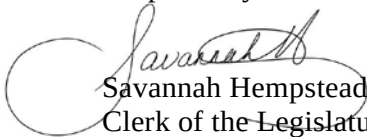
9. **Misc.:** Working on updates to the County website. Changed permissions on **ALL** pages of the County website to allow for a new “Intranet” to get away from the home built system that is coming to end of life.

- Continued work on new intranet.
- 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 has been built out. His first public outing is April 2, 2026 at the Center for the Arts.

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

Requests by Month

Run Date: 03/31/2026 2:08 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
3/2/2026	S000212-030226	No Records Exist	Yes	3/4/2026
3/2/2026	R000130-030226	Full Release	Yes	3/6/2026
3/3/2026	S000213-030326	No Records Exist	Yes	3/4/2026
3/3/2026	S000214-030326	No Records Exist	Yes	3/4/2026
3/4/2026	S000215-030426	Exemption Denial	Yes	3/4/2026
3/4/2026	S000216-030426	Exemption Denial	Yes	3/4/2026
3/4/2026	S000217-030426	Full Release	Yes	3/10/2026
3/5/2026	R000131-030526	Full Release	Yes	3/10/2026
3/5/2026	S000218-030526	No Records Exist	Yes	3/6/2026
3/5/2026	S000219-030526	No Records Exist	Yes	3/6/2026
3/6/2026	S000220-030626	Exemption Denial	Yes	3/6/2026
3/6/2026	S000221-030626	Full Release	Yes	3/6/2026
3/6/2026	S000222-030626	Full Release	Yes	3/6/2026
3/6/2026	R000132-030626	Assigned	No	
3/6/2026	S000223-030626	New Request	No	
3/6/2026	R000133-030626	No Records Exist	Yes	3/13/2026
3/8/2026	R000134-030826	Not Custodian of Records	Yes	3/25/2026
3/9/2026	S000224-030926	No Records Exist	Yes	3/9/2026
3/9/2026	S000225-030926	No Records Exist	Yes	3/9/2026
3/9/2026	S000226-030926	No Records Exist	Yes	3/9/2026
3/9/2026	S000227-030926	No Records Exist	Yes	3/9/2026
3/9/2026	S000228-030926	Full Release	Yes	3/9/2026
3/10/2026	S000229-031026	No Records Exist	Yes	3/12/2026
3/10/2026	S000230-031026	Full Release	Yes	3/12/2026
3/10/2026	S000231-031026	Full Release	Yes	3/12/2026
3/10/2026	R000135-031026	Assigned	No	
3/11/2026	R000136-031126	Not Custodian of Records	Yes	3/11/2026
3/11/2026	R000137-031126	Not Custodian of Records	Yes	3/11/2026
3/11/2026	S000232-031126	No Records Exist	Yes	3/12/2026
3/11/2026	S000233-031126	No Records Exist	Yes	3/12/2026
3/11/2026	S000234-031126	Full Release	Yes	3/11/2026
3/11/2026	S000235-031126	No Records Exist	Yes	3/12/2026
3/12/2026	S000236-031226	No Records Exist	Yes	3/12/2026
3/12/2026	S000237-031226	No Records Exist	Yes	3/12/2026
3/12/2026	S000238-031226	No Records Exist	Yes	3/12/2026
3/13/2026	S000239-031326	Full Release	Yes	3/16/2026
3/13/2026	S000240-031326	Full Release	Yes	3/16/2026
3/13/2026	S000241-031326	Full Release	Yes	3/16/2026
3/13/2026	R000138-031326	Waiting for Clarification	No	
3/13/2026	R000139-031326	Exemption Denial	Yes	3/16/2026
3/14/2026	R000140-031426	Full Release	Yes	3/25/2026
3/16/2026	S000242-031626	Full Release	Yes	3/16/2026
3/16/2026	S000243-031626	Full Release	Yes	3/16/2026
3/16/2026	R000141-031626	Full Release	Yes	3/17/2026
3/17/2026	S000244-031726	No Records Exist	Yes	3/18/2026

Create Date	Reference No	Request Status	Completed/Closed	Close Date
3/17/2026	S000245-031726	No Records Exist	Yes	3/18/2026
3/18/2026	R000142-031826	Full Release	Yes	3/18/2026
3/18/2026	S000246-031826	No Records Exist	Yes	3/18/2026
3/19/2026	S000247-031926	Full Release	Yes	3/24/2026
3/19/2026	S000248-031926	No Records Exist	Yes	3/19/2026
3/19/2026	S000249-031926	No Records Exist	Yes	3/19/2026
3/19/2026	S000250-031926	Full Release	Yes	3/20/2026
3/19/2026	S000251-031926	Full Release	Yes	3/19/2026
3/20/2026	S000252-032026	Not Custodian of Records	Yes	3/20/2026
3/18/2026	R000143-032026	Full Release	Yes	3/25/2026
3/18/2026	R000144-032026	Full Release	Yes	3/25/2026
3/22/2026	R000145-032226	New Request	No	
3/22/2026	R000146-032326	Waiting for Clarification	No	
3/23/2026	S000253-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000254-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000255-032326	Full Release	Yes	3/24/2026
3/23/2026	S000256-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000257-032326	Full Release	Yes	3/24/2026
3/23/2026	S000258-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000259-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000260-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000261-032326	Full Release	Yes	3/24/2026
3/23/2026	S000262-032326	Full Release	Yes	3/24/2026
3/23/2026	S000263-032326	Full Release	Yes	3/24/2026
3/23/2026	S000264-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000265-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000266-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000267-032326	No Records Exist	Yes	3/24/2026
3/23/2026	S000268-032326	No Records Exist	Yes	3/24/2026
3/24/2026	S000269-032426	Full Release	Yes	3/24/2026
3/24/2026	S000270-032426	No Records Exist	Yes	3/24/2026
3/24/2026	R000147-032426	Full Release	Yes	3/30/2026
3/24/2026	R000148-032426	Update from Requester	Yes	3/25/2026
3/25/2026	R000149-032526	Assigned	No	
3/25/2026	S000271-032526	Update from Requester	Yes	3/25/2026
3/26/2026	R000150-032626	Full Release	Yes	3/26/2026
3/26/2026	S000272-032626	Full Release	Yes	3/26/2026
3/26/2026	R000151-032626	New Request	No	
3/27/2026	S000273-032726	New Request	No	
3/27/2026	S000274-032726	New Request	No	
3/27/2026	S000275-032726	New Request	No	
3/27/2026	S000276-032726	New Request	No	
3/27/2026	S000277-032726	New Request	No	
3/27/2026	S000278-032726	New Request	No	
3/27/2026	S000279-032726	New Request	No	
3/27/2026	S000280-032726	New Request	No	
3/30/2026	S000281-033026	New Request	No	
3/30/2026	R000152-033026	New Request	No	
3/30/2026	S000282-033026	New Request	No	

Create Date	Reference No	Request Status	Completed/Closed	Close Date
3/30/2026	S000283-033026	New Request	No	
3/30/2026	S000284-033026	New Request	No	
3/30/2026	S000285-033026	New Request	No	
3/30/2026	S000286-033026	New Request	No	
3/30/2026	S000287-033026	New Request	No	
3/30/2026	S000288-033026	New Request	No	

VACANT APPROVED POSITIONS AS OF APRIL 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	HEAVY EQUIPMENT MAINTENANCE MECHANIC	10/8/2025
DEPARTMENT OF PUBLIC WORKS	HEAVY EQUIPMENT OPERATOR	1/20/2026
DEPARTMENT OF PUBLIC WORKS	HEAVY EQUIPMENT OPERATOR	3/20/2026
DEPARTMENT OF PUBLIC WORKS	HIGHWAY CONSTRUCTION MECHANIC	3/2/2026
DEPARTMENT OF PUBLIC WORKS	HIGHWAY CONSTRUCTION MECHANIC	3/6/2026
DEPARTMENT OF PUBLIC WORKS	MOTOR EQUIPMENT OPERATOR	12/27/2025
DEPARTMENT OF PUBLIC WORKS	MOTOR EQUIPMENT OPERATOR	12/19/2025
DEPARTMENT OF PUBLIC WORKS	MOTOR EQUIPMENT OPERATOR	5/23/2024
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	SENIOR CASE AIDE	3/10/2026
DSS	SOCIAL WELFARE EXAMINER	3/13/2026
DSS	SOCIAL WELFARE EXAMINER	2/13/2026
DSS	SUPPORT INVESTIGATOR	12/12/2025
HEALTH	PUBLIC HEALTH SANITARIAN	2/26/2026
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	3/12/2025
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST (PT)	3/26/2026
MENTAL HEALTH	MENTAL HEALTH REHABILITATION SPECIALIST (PT)	3/26/2026
PLANNING	LAND USE PLANNER	8/29/2025
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	12/31/2025
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	1/29/2026
REAL PROPERTY	TAX MAP TECHNICIAN	12/19/2025

VACANT APPROVED POSITIONS AS OF APRIL 1, 2026

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)	11/10/2025
SHERIFF	COUNTY POLICE OFFICER - (DEPUTY SHERIFF)	11/11/2025