



**Cortland County Health &
Human Services
Committee
Committee Meeting
~ Minutes ~**

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

Thursday, March 12, 2026

11:00 AM

Room 302

Call to Order

Roll Call

PRESENT:	Legislator Douglas Bentley, Legislator William McGovern, Legislator Christopher Newell, Legislator Jason Prentice, Legislator Keith VanGorder, Committee Vice-Chair Sandra Price, Committee Chair Ronald VanDee
ABSENT:	
EXCUSED:	
OTHERS PRESENT:	
Ashley Millard	Deputy Clerk of the Legislature
Michael Ponticiello	County Administrator
Nicole Anjeski	Health Department Director
Amber Giamei	Office of the Aging Director
Shannon Phillips	Employment & Training Director
Kristen Monroe	Social Services Director
Patty Schaap	Director of Community Services
Laurie Leonard	Personnell Director
Morgan Spaulding	Grant Administrator
Andrea Herzog	Finance Director
Allison Veintimilla	Social Services Deputy Director
Katee Padbury	Health Department Programs Coordinator
Kim Cameron	Resident
Sidney Lee	Cortland Standard Reporter
Reed Cleland	Legislator (arrived late 11:30 a.m.)
Amy Buggs	Director of the Cayuga Cortland Workforce Development Board (Remote)
Nicole Comptop	County Attorney Executive Assistant (Remote)
Jeri DuVall	Chief Assistant County Attorney (Remote)

Approval of Minutes

- 1. Health & Human Services Committee Minutes - February 12, 2026**

RESULT:	APPROVED
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Resolutions

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 1.

Abolish Two (2) Case Aids and One (1) Child Support Investigator/Create Two (2) Social Welfare Examiners and One (1) Senior Case Aid - Department Of Social Services

WHEREAS, the needs of the agency will be better served by abolishing and creating several positions in the Social Services Department; AND

WHEREAS, the Health and Human Services Committee recommends the abolishment of the following full-time positions:

Two - Case Aide (CSEA, Grade 8, \$19.4812-24.6583/hr, competitive class)

One - Child Support Investigator (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

; AND

WHEREAS, the Health and Human Services Committee recommends the creation of the following full-time positions:

Two - Social Welfare Examiner (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

One - Senior Case Aide (CSEA, Grade 10, \$20.7185-26.2244/hr, competitive class)

; NOW THEREFORE BE IT

RESOLVED, that the following positions are abolished effective April 13, 2026:

Two - Case Aide (CSEA, Grade 8, \$19.4812-24.6583/hr, competitive class)

One - Child Support Investigator (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

; AND BE IT FURTHER

RESOLVED, that the following positions are created with approval to fill effective April 13, 2026:

Two - Social Welfare Examiner (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

One - Senior Case Aide (CSEA, Grade 10, \$20.7185-26.2244/hr, competitive class).

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Douglas Bentley
SECONDER:	Minority Leader Sandra Price
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee

NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 2.

Authorize Contract With Eleos Health Inc. - Mental Health Department

WHEREAS, the Mental Health Department, due to increasing client caseloads and documentation requirements, finds it necessary to implement an ambient listening program to expedite and facilitate billing while decreasing the burden on the clinical and medical staff; AND

WHEREAS, the Mental Health Clinic administration and Compliance Officer have reviewed several ambient listening providers and have determined that Eleos Health, Inc. has the preferred ambient listening program both for cost effectiveness and HIPAA compliance; AND

WHEREAS, the Mental Health Clinic has negotiated a special half-price contract amount for a three-year period with a one-time set up and training fee of \$10,000 and \$25,000 per year for three years based on the initial implementation date; AND

WHEREAS, the ambient listening program will be funded through the SAMHSA grant for a total cost not to exceed \$85,000 for 3 years; AND

WHEREAS, these expenses are budgeted in A43105-54815-ISCEI; NOW THEREFORE BE IT

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, are authorized to execute agreements to implement this program.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Christopher Newell
SECONDER:	Minority Leader Sandra Price
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 3.

Authorize Agreement for Contractual Psychiatrist for CPL 730 and Assisted Outpatient Treatment Evaluations - Mental Health Department

WHEREAS, the Mental Health Department needs a psychiatrist and/or psychologist to provide required NYS CPL 730 evaluations and Assisted Outpatient Treatment (AOT) evaluations; AND

WHEREAS, Dr. Brian Koch, a licensed Psychiatrist, is a contractor selected to provide this service to the Mental Health Department; AND

WHEREAS, Dr. Brian Koch will provide CPL 730 and AOT evaluations at the rate of \$200 per evaluation; AND

WHEREAS, funds are available within the 2026 Cortland County Budget under the Contracted Medical Services account (A.43105.54615); NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to enter into a three (3) year agreement with Dr. Brian Koch, MD., for the Mental Health Department CPL 730 and AOT evaluation services at the rate of \$200 per evaluation.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Christopher Newell
SECONDER:	Legislator Jason Prentice
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE **AGENDA ITEM NO. 4.**

Authorize Additional Hours for Medical Director/Psychiatrist Positions for Section 730 Examination Coverage - Mental Health Department

WHEREAS, Resolution No. 40-25 created one Medical Director/Psychiatrist position at four (4) hours per week and one Medical Director/Psychiatrist position at ten (10) hours per week; AND

WHEREAS, Resolution No. 170-25 authorized an increase in hours to allow up to fourteen (14) hours per week, provided that the aggregate number of hours worked between the two positions did not exceed fourteen (14) hours in any given week; AND

WHEREAS, the Mental Health Department has identified a need for additional psychiatric coverage specifically related to the completion of Section 730 examinations as required by the New York State Criminal Procedure Law; AND

WHEREAS, the additional hours associated with the completion of Section 730 examinations will be compensated utilizing funds already budgeted within the Department’s Professional Services line and will not require additional appropriations; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the two Medical Director/Psychiatrist positions to each work up to seventeen (17) hours per week effective March 30, 2026, with any additional hours worked beyond the previously authorized schedule to be utilized for the completion of Section 730 examinations and paid from funds budgeted in the Mental Health Department's Professional Services line.

RESULT:	APPROVED (7 TO 0)
MOVER:	Minority Leader Sandra Price
SECONDER:	Legislator Christopher Newell
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 5.

Abolish One (1) Full-Time Mental Health Rehabilitation Specialist/Create Two (2) Part-Time Mental Health Rehabilitation Specialists - Mental Health Department

WHEREAS, the needs of the Mental Health Department will be better served by abolishing one (1) full-time position of Mental Health Rehabilitation Specialist, and creating two (2) part-time positions of Mental Health Rehabilitation Specialist; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Mental Health Rehabilitation Specialist (Grade 16, CSEA, \$25.2266-31.9304/hr, competitive class, full time with benefits) be abolished effective March 27, 2026; AND BE IT FURTHER

RESOLVED, that two (2) positions of Mental Health Rehabilitation Specialist (Grade 16, CSEA, \$25.2266-31.9304/hr, competitive class, part time with no benefits) be created with permission to fill effective March 27, 2026.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Douglas Bentley
SECONDER:	Legislator Christopher Newell
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	

ABSENT:

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 6.

Authorize the Creation of One (1) Forensic Counselor Position and the Reallocation of the Forensic Counselor Position - Mental Health Department

WHEREAS, the Mental Health Department currently has one (1) position of Forensic Counselor; AND

WHEREAS, the needs of the agency will be better served by creating one (1) additional full-time position of Forensic Counselor, which will be 100% grant funded; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends the creation of this position; AND

WHEREAS, the Personnel/Civil Service Department has reviewed the salary grade for the position of Forensic Counselor, and has recommended that the aforesaid position be reallocated from CSEA Grade 22 (\$31.2705-39.5804) to CSEA Grade 26 (\$36.4015-46.0750); NOW THEREFORE BE IT

RESOLVED, that the position of Forensic Counselor is hereby reallocated from Grade 22 to Grade 26 in the CSEA #6550 labor contract effective March 30, 2026; AND BE IT FURTHER

RESOLVED, that one (1) full-time position of Forensic Counselor (Grade 26, 36.4015-46.0750/hr, CSEA, competitive class), be created with approval to fill on March 30, 2026; AND BE IT FURTHER

RESOLVED, the 2026 budget be amended as follows:

INCREASE:

A43105.43490	OMH State Aid	\$333,208.00
A43105.51005	Personal Services	\$ 81,031.48
A43105.58020	Retirement	\$ 12,154.72
A43105.58030	FICA	\$ 6,198.91
A43105.58060	Health Insurance	\$ 19,545.58
A43105.58062	Dental Insurance	\$ 90.24
A43105.58065	Vision Insurance	\$ 19.60

RESOLVED, that the position shall exist only for the duration of the grant funding and shall be abolished upon termination of such funding.

RESULT:	APPROVED (7 TO 0)
MOVER:	Minority Leader Sandra Price
SECONDER:	Legislator Douglas Bentley

AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 7.

Accept Funds Performance Incentive Initiative 2025 — Health Department

WHEREAS, the New York State Department of Health has awarded the Cortland County Health Department \$19,034 for the 2025 Article Six Year 13 Performance Incentive; AND

WHEREAS, these funds will be used to support costs to strengthen outreach and targeted marketing efforts for climate and extreme weather education in Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby accepts this funding; AND BE IT FURTHER

RESOLVED, that the 2026 County Budget be amended as follows:

Increase Expenditure:		
A40105.54048.4000	Program Supplies	\$15,000
A40105.54060.4000	Advertising	\$4,034

Increase Revenue:

A40105.43401.4000	Public Health State Aid	\$19,034
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RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Christopher Newell
SECONDER:	Legislator Jason Prentice
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 8.

Abolish Principal Medical Services Clerk - Health Department

WHEREAS, the Health Department currently has one vacant position of Principal Medical Services Clerk; AND

WHEREAS, the needs of the agency will be better served by abolishing this position; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends the abolishment of this position; NOW THEREFORE BE IT

RESOLVED, that one full-time position of Principal Medical Services Clerk (Grade 13, \$22.8048-28.8651/hr, CSEA, competitive class), be abolished effective March 26, 2026.

RESULT:	APPROVED (7 TO 0)
MOVER:	Minority Leader Sandra Price
SECONDER:	Legislator Christopher Newell
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 9.

Appoint Members to the Cortland County Youth Board

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, Youth Representatives on the Board serve one-year terms and all other members serve three-year terms; NOW THEREFORE BE IT

RESOLVED, that the following persons be and hereby are reappointed as members of the Cortland County Youth Board, to serve without compensation for the following terms:

Name	Address	Capacity	Term Ending
Mindy Gardner	97 Evergreen Street, Cortland, NY 10345	YWCA	12/31/2028
Theresa Radley	1 Frederick Ave., Apt. A, Cortland, NY 13045	CAPCO	12/31/2028
Kimberly VanDee	102 Owego Street, Cortland, NY 13045	Catholic Charities	12/31/2028
Jordan Butler-Perkins	60 Central Ave., Cortland,	Cortland County DSS	12/31/2028

Doug Bentley

NY 13045
128 Groton Ave,
Cortland, NY 13045

Cortland County
Legislator/ Health &
Human Services
Committee Member

12/31/2028

There was a motion by Jason Prentice, Seconded by William McGovern and approved by all to amend the resolution to replace Reed Cleland with Doug Bentley

RESULT:	APPROVED (7 TO 0) AS AMENDED
MOVER:	Legislator Jason Prentice
SECONDER:	Minority Leader Sandra Price
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 10.

Proposed Local Law "C" of 2026 - A Local Law Amending Local Law 3 of 1987 to Rename the Department of Employment and Training Grant Administration to the Workforce Development Office

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

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE

BE IT ENACTED by the Cortland County Legislature as follows:

SECTION 1. LEGISLATIVE INTENT

The Cortland County Legislature previously established the Department of Employment and Training Grant Administration pursuant to Local Law No. 3 of 1987. The Legislature finds that the functions performed by this department have evolved over time and are more accurately reflected under the title Workforce Development Office. The purpose of this Local Law is to update the name of the department to better reflect its mission and responsibilities while maintaining continuity of authority, duties, and operations.

SECTION 2. NAME CHANGE

Local Law No. 3 of 1987 entitled "A Local Law Establishing the Department of Employment and Training Grant Administration" is hereby amended so that the Department of Employment and Training Grant Administration shall hereafter be known as the Cortland County Workforce Development Office. All references in Local Law No. 3 of 1987 to the Department of Employment and Training Grant

Administration shall be deemed to refer to the Workforce Development Office.

SECTION 3. CONTINUITY OF AUTHORITY

The change in name shall not alter, diminish, or expand the powers, duties, responsibilities, functions, or authority previously granted to the Department under Local Law No. 3 of 1987. All personnel, programs, grants, records, property, and contractual obligations previously assigned to or administered by the Department of Employment and Training Grant Administration shall continue under the Workforce Development Office.

SECTION 4. REFERENCES

Any reference in any local law, resolution, rule, regulation, policy, contract, or other document to the Department of Employment and Training Grant Administration shall be deemed to refer to the Workforce Development Office.

SECTION 5. SEVERABILITY

If any clause, sentence, paragraph, subdivision, or part 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.

SECTION 6. EFFECTIVE DATE

This Local Law shall take effect upon its 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:	Minority Leader Sandra Price
SECONDER:	Legislator Christopher Newell
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 11.

Accept New York State Office of the Attorney General JUUL Settlement Funds and Authorize Allocation of Funds - Health Department

WHEREAS, the New York State Office of the Attorney General has made available a portion of the JUUL Settlement funds to Cortland County in the amount of \$103,789.16, representing years one through three of the anticipated total award of \$276,771.10; AND

WHEREAS, the purpose of the JUUL Settlement funds is to address and reduce vaping-related illnesses and addiction, particularly among youth and young adults; AND

WHEREAS, Cortland County intends to utilize a portion of these funds in the amount of \$18,789.16

for internal use for supplies related to prevention, education, and response efforts consistent with the authorized purposes of the settlement funds; AND

WHEREAS, Cortland County will issue a Request for Proposals (RFP) for the remaining portion of the funds in order to identify qualified organizations or programs to implement initiatives consistent with the approved uses of the JUUL Settlement funds; AND

WHEREAS, Cortland County will utilize the funds in accordance with the guidelines established by the New York State Office of the Attorney General for approved uses of JUUL Settlement funds, including preventing youth and young adults from initiating vaping, supporting anti-vaping programs, helping individuals quit vaping, enforcing vaping laws and regulations, conducting research and surveillance, and supporting the safe and proper disposal of vaping products as hazardous waste; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts the total JUUL Settlement award in the anticipated amount of \$276,771.10 from the New York State Office of the Attorney General; AND BE IT FURTHER

RESOLVED, that the Legislature hereby authorizes the use of \$18,789.16 of said funds for internal county use for supplies consistent with the authorized purposes of the settlement funds; AND BE IT FURTHER

RESOLVED, that the County shall issue a Request for Proposals (RFP) for the remaining balance of the funds to support programs and initiatives that meet the authorized uses established by the New York State Office of the Attorney General; AND BE IT FURTHER

RESOLVED, that the Director of Finance is hereby authorized to make any necessary account adjustments to properly record and account for future payments associated with this JUUL Settlement award and to allow for the expenditure of such funds in accordance with any necessary County budget approval, approval of the County Administrator, and in compliance with the County Procurement Policy and the guidelines established by the New York State Office of the Attorney General; AND BE IT FURTHER

RESOLVED, that the 2026 budget be amended as follows:

Increase:

A40455.42690	Other Compensation for Loss	\$103,789.16
A40455.54005	Supplies	\$ 18,789.16
A40455.54815	Contracted Agencies	\$ 85,000.00

RESULT:	APPROVED (7 TO 0)
MOVER:	Minority Leader Sandra Price
SECONDER:	Legislator Christopher Newell
AYES:	Douglas Bentley, William McGovern, Christopher Newell, Jason Prentice, Keith VanGorder, Sandra Price, Ronald VanDee
NAYS:	None
EXCUSED:	
ABSENT:	

Discussion Items

Monthly Reports

1. Health Department Monthly Report

RESULT:	COMPLETED
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2. Office for Aging Monthly Report

RESULT:	COMPLETED
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Adjournment



Personnel Change Justification Form

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

Position Name (s): Create Senior Case Aide Abolish Case Aide

Bargaining Unit: CSEA

Purpose and Background:

Please see attached Justification.

Fiscal Impact: ☒ County Funded 30 % ☐ Grant Funded % Grant Exp. Date

Current Grade/Salary of Position: Grade 8 Salary Range \$ 19.4812 - 24.6583

Requested Grade/Salary of Position: Grade 10 Salary Range \$ 20.7185 - 26.2244

Annual Increase: \$ 2,261 County Share: \$ 678 # of Positions Affected: 1

Goals:

Please see attached justification. The main goal of this change is to improve how we provide Employment Services to TA and SNAP recipients.

Operational Impact:

Please see attached justification.

Requested By:

[Signature]
Signature of Requesting Department Head

2/12/20
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

2/12/20
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

2/13/20
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

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

Position Name (s): Create Social Welfare Examiner Abolish Case Aide

Bargaining Unit: CSEA

Purpose and Background:

Please see attached Justification. Please note that for the first year, the new position is actually a lower pay grade of 10 because it starts as a Social Welfare Examiner Trainee before going to pay grade 12 as a Social Welfare Examiner.

Fiscal Impact: ☒ County Funded 33 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 8 Salary Range \$ 19.4812 - 24.6583

Requested Grade/Salary of Position: Grade 12 Salary Range \$ 22.0744 - 27.9406

Annual Increase: \$ 4,738 County Share: \$ 1,564 # of Positions Affected: 1

Goals:

Please see attached justification. The main goal of this change is to improve efficiency of our homeless services unit.

Operational Impact:

Please see attached justification.

Requested By:

[Signature]
Signature of Requesting Department Head

2/12/26
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

2/12/26
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

2/13/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

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

Position Name (s): Create Social Welfare Examiner Abolish Child Support Investigator

Bargaining Unit: CSEA

Purpose and Background:

Please see attached Justification. Please note that for the first year, the new position is actually a lower pay grade of 10 because it starts as a Social Welfare Examiner Trainee before going to pay grade 12 as a Social Welfare Examiner.

Fiscal Impact: ☒ County Funded 33 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 12 Salary Range \$ 22.0744 - 27.9406

Requested Grade/Salary of Position: Grade 12 Salary Range \$ 22.0744 - 27.9406

Annual Increase: \$ 0 County Share: \$ 0 # of Positions Affected: 1

Goals:

Please see attached justification. The main goal of this change is to enhance case overpayments and the recover of funds.

Operational Impact:

Please see attached justification.

Requested By:

[Signature]
Signature of Requesting Department Head

2/12/26
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

2/12/26
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

2/12/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Kristen Monroe
Commissioner

Justification for Income Maintenance Position Changes March 2026

Purpose and Background:

This proposal is for three main purposes. One is to enhance Employment Services and outcomes given the changes in federal requirements and increased risk of fiscal penalties to our county for both Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance (TA) recipients who are not meeting employment participation requirements. The second is to improve how we are serving TA applicants and recipients housed in motels by including Social Welfare Examiners who determine eligibility in the homeless team for better coordination and outcomes. Last, the proposed changes will improve outcomes in fraud/resource recovery work. This would be done by centralizing the Social Welfare Examiner tasks of determining case overpayment amounts, updating case budgets to recover money (recoupment), taking steps to recover funds from repayment agreements, and investigating potential fraud on cases. This work is often a lesser priority for those handling day-to-day tasks of case eligibility determinations and dedicating a couple internal experts to this work will provide focus.

Specifically, this proposal is to change three (3) job titles to align with the duties necessary.

1. A vacant Child Support Investigator would be abolished, and a Social Welfare Examiner Trainee would be created. This position would allow us to focus on case overpayments and recovery of funds.
2. Abolish one (1) Case Aide position currently in Employment Services and create a Social Welfare Examiner Trainee. This will support our ability to adjust the duties of nine (9) Social Welfare Examiners in the TA unit so we can dedicate three (3) to working directly with the homeless unit on eligibility determinations. It will also support our effort to have initial screenings of those who walk into our reception area seeking housing and cash assistance screened more thoroughly. This will be done by Social Welfare Examiners who know the program rules best rather than by Senior Case Aides who do it now.
3. Abolish one (1) Case Aide position currently in Employment Services and create one (1) Senior Case Aide position. This will allow us to have two Sr. Case Aide positions assigned to Employment Services by moving one of our three (3) Sr. Case Aide positions currently in the main Reception area to Employment Services. Due to the new requirements in employment services, the Sr. Case Aide job title is needed for the higher-level duties that do not fit in with the current Case Aide job title being used. This includes meeting with individuals, running groups to educate/support recipients, gathering documentation of activities, tracking compliance, establishing employment activities/creating plans for those who need hours, and entering electronic data that drives our NYS employment participation rates. The work of these supportive positions directly assists Social Welfare Examiners to maintain all required employment activity and plan documentation on their cases.

Goals and Objectives:

1. Enhance our ability to calculate case overpayments, identify fraud, and increase recovery of funds efforts. This will return more money to the County and prepare us to comply with anticipated federal changes requiring more work in this area.
2. Increase our internal case communication and coordination in how we assist homeless individuals to both meet their emergency needs and find long-term housing.
3. Provide those who walk into our department with an emergency with the best direction to meet their immediate needs with community benefits we provide in the most effective manner. This includes DSS programs and linking people to other resources in the community that can help them gain stability in housing.
4. Improve our employment participation rates that will dictate state and federal fiscal penalties.
5. Assist individuals in complying with employment requirements so they maintain essential SNAP and TA benefits.

Operational Impact:

1. Improve outcomes for those we serve. Specifically, the low-income in need of employment or disability services, and the homeless who need permanent housing. This can result in savings over time.
2. Reduce our risk of receiving federal fiscal penalties.
3. It is anticipated that no employees will be laid off during the implementation of this plan due to the high rate of turnover and anticipated ability to move internal people into these new positions. The dates for creation of the new positions from anticipated approval of this proposal will allow for Civil Service job posting requirements.

Fiscal Impact:

1. Child Support Investigator abolished - Social Welfare Examiner Trainee created.
 - Grade 12 to a Grade 10 for twelve months, then a Gr 12 to a Grade 12, so cost neutral.
2. Case Aide position abolished – Senior Case Aide position created
 - Grade 8 to a Grade 10
 - Annualized increase of \$2,773 with 30% county share (\$832)
3. Case Aide position abolished – Social Welfare Examiner Trainee created
 - Grade 8 to a Grade 10 for twelve months, then a Gr. 8 to a Grade 12
 - Annualized increase of \$5,811 with 33% county share (\$1,918)



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create
Position Name (s): Create up to 17 hrs/week P/T Medical Director (2 positions) Abolish (Total of 14 hrs/week) P/T Medical Director (2 positions)

Bargaining Unit: Management

Purpose and Background:

Create two part time Medical Director positions - up to 17 hours - with no benefit package - off scale / Abolish two part-time Medical Director positions - total of 14 hrs/week

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

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade off scale Salary Range \$238,1875 /hr.

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 2

Goals:

These positions are necessary to comply with NYS OMH regulations; oversight and prescribing. Additionally, required completion of mandated 730 evaluations and AOT case processing, per Mental Hygiene Law and NYS Codes, Rules and Regulations

Operational Impact:

This is a revenue generating position

Requested By:

Patricia Schaepp
Signature of Requesting Department Head

2/26/26
Date

Personnel Officer Approval

Daniel Zeman
Signature of Personnel Officer

2/27/26
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Michael Brancaccio
Signature of County Administrator

3/2/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

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

Position Name (s): **Create** 2 part time positions (up to 17 hours) **Abolish** 1 full time MH Rehab Specialist (35 hours)

Bargaining Unit: CSEA

Purpose and Background:

Budgetary considerations, eliminate benefits - lower budget impact -this position has billable services.

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

Current Grade/Salary of Position: Grade 16 Salary Range \$ 25.2266 - 31.9304

Requested Grade/Salary of Position: Grade 16 Salary Range \$ same - no benefits

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 1

Goals:

Secure two part time positions that have a positive impact on the department budget and offers flexibility in hiring.

Operational Impact:

Fiscal savings for 2026 Budget year.

Requested By:

Patricia Schrup
Signature of Requesting Department Head

2/25/26

Date

Personnel Officer Approval

Carrie Zeman
Signature of Personnel Officer

2/25/26

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Michael Buticello
Signature of County Administrator

3/2/26

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

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

Position Name (s): Create Forensic Counselor - Grade 22 Abolish Forensic Counselor - Grade 26

Bargaining Unit: CSEA

Purpose and Background:

Position requires, at minimum, the same degree and qualifications as Mental Health Clinician, with the additional responsibility of Forensic experience and training - Position should be level in pay rate

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

Current Grade/Salary of Position: Grade 22 Salary Range \$31.2705 - 39.5804

Requested Grade/Salary of Position: Grade 26 Salary Range \$36.4015 - 46.0750

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 1

Goals:

New position opportunity due to availability of OMH Grant funding

Operational Impact:

Current Forensic Counselor would have increase in salary by \$1.3663 per hour. The second position would be Grant funded.

Requested By:

Patricia Schoup
Signature of Requesting Department Head

2/25/26
Date

Personnel Officer Approval

Carrie Zeman
Signature of Personnel Officer

2/26/27
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Michael Botticelli
Signature of County Administrator

3/2/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

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

Position Name (s): Create Forensic Counselor Abolish _____

Bargaining Unit: CSEA

Purpose and Background:
100% Grant Funded position

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

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade 26 Salary Range \$ 36.4015-46.0750

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals:
New position due to availability of OMH Grant Funding

Operational Impact:
Zero

Requested By:

Patricia Schenck
Signature of Requesting Department Head

2/27/26
Date

Personnel Officer Approval

Zamir Zaman
Signature of Personnel Officer

2/27/26
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Michael Buticchio
Signature of County Administrator

3/2/26
Date

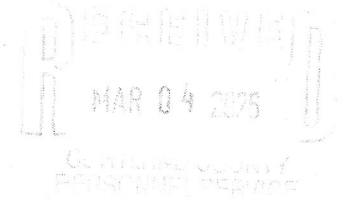
Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form



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

Position Name (s): Create _____ Abolish Principal Medical Services Clerk

Bargaining Unit: CSEA

Purpose and Background:

Position no longer needed as is. Restructuring staff assignments.

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

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals:

Operational Impact:

None. Does not change 2026 approved budget

Requested By:

[Signature]
Signature of Requesting Department Head

3/3/26
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

3/4/26
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

3/5/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

CORTLAND COUNTY HEALTH DEPARTMENT



Public Health
Prevent. Promote. Protect.

Cortland County Health Department

Administration

Nicole Anjeski, MS, MPH

Public Health Director

Lisa Perfetti, BSN, RN

Deputy Public Health Director

Douglas MacQueen, MD, MS, FIDSA

Medical Consultant

Board of Health

Bonni C. Hodges, Ph.D., President

Susan Williams, Vice-President

Marisa Clifford, D.M.D.

Matthew Noble, D.O.

Erica Skipton, M.D.

Mary Wright, R.N.

Sandy Price, Legislator

Cheryl Mrozowski, Secretary



Health and Human Services Committee

March 2026

March is Colorectal Cancer Awareness Month

March is colorectal cancer awareness month! The Cortland County Health Department would like to highlight that Colorectal cancer may not cause symptoms. Men and women ages 45 to 75 should be screened to find cancer early, when it may be easier to treat. If you are older than 75, talk to your doctor about screening.

Some people may need to be tested earlier than 45, or more often than other people, if you have an inflammatory bowel disease and/or personal or family history. If you think you are at increased risk for colorectal cancer, speak with your healthcare provider about when to begin screening, what test is right for you and how often to be tested.

Learn more about the Cancer Services Program: <https://www.cortlandcountyny.gov/529/Cancer-Services-Program>

Cortland Counts Forum Presentation, March 13

Hinal Patel (CCHD Epidemiology Manager) in partnership with Greg Richards (Executive Director, CAPCO) will be presenting data from the Community Health Assessment (CHA), the new priorities of the Community Health Improvement Plan (CHIP), current activities and lived experiences. This will help to highlight the CHA data and to encourage participation in the upcoming CHIP planning and implementation activities.

JUUL Settlement Funding

In 2023, NYS received \$112.7 million from a multistate settlement with JUUL labs, to combat the youth vaping epidemic. Funds are being distributed to counties, school districts, and BOCES statewide for anti-vaping education, cessation services, and enforcement of regulations. These funds are specifically intended to help curb the rise of vaping-related illnesses and addiction among minors within the county.

Cortland County's portion of the settlement is \$276,771.10. We have received \$103,789.16 of our awarded amount, with additional payments expected over the next few years.

Approved Uses

- Prevent youth and young adults from initiating vaping (e.g. public education campaign)
- Support community-, school-, college-, and university-based anti-vaping programs (e.g. support outreach workers who can educate; trainings)
- Help people quit vaping (e.g. cessation trainings and programs; nicotine replacement therapy)
- Enforce vaping laws and regulations (e.g. ensure compliance with state and local laws related to vaping)
- Research & surveillance (e.g. surveillance of vaping behavior in critical populations)
- Safe and proper disposal of vapes as hazardous waste

Potential Plan for JUUL Settlement Funds

- A. Publish an RFP in April seeking proposals related to the approved uses: **\$85,000.00**
- B. Keep in-house to purchase items for quit kits, printing of Drop the Vape Materials, vaping prevention displays and materials and other program supplies, these funds will be used throughout the year: **\$18,789.00**
- C. Convene a RFP review committee in May for proposals received (scoring rubric will be developed)
- D. June-Resolution to accept and award proposals
- E. July begin contract process with awardees

Coordinated Healthy Homes and Lead Prevention Initiative Press Release 2/20/26

The Cortland County Health Department (CCHD), Cortland County Community Action Program (CAPCO), and the Rural Health Institute of New York (RHI) have launched a coordinated Healthy Homes and Lead Prevention Initiative aimed at reducing childhood lead exposure and addressing housing-related health hazards across Cortland County.

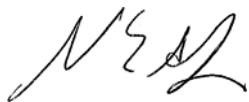
Read more about this new initiative at <https://www.nyrhi.org/.../cortland-county-launches...>

Performance Incentive Year 13 Award

This award will enhance and strengthen climate and extreme weather education, outreach, and targeted marketing efforts in Cortland County. This would include developing and distributing multilingual and large-print educational materials addressing extreme heat, severe winter weather, flooding, and high winds. Materials would consist of brochures, fact sheets, preparedness cards, posters, and checklist magnets distributed through libraries, senior centers, schools, county buildings, food pantries, and community events.

The intention is to also conduct seasonal outreach initiatives—such as summer heat safety tabling and winter preparedness sessions—to directly engage higher-risk populations. In addition, the health department would incorporate a coordinated social media and marketing component to reinforce messaging, promote adaptation programs (such as HEAP and energy efficiency resources), and expand reach through targeted local campaigns aligned with seasonal risks.

The Health Department would also support school and youth-focused preparedness education by creating classroom materials and take-home guides to build long-term resilience among families. These funds will increase awareness of existing cooling and warming centers through educational signage and printed materials explaining when and how to use these locations during extreme weather events.



Nicole Anjeski, MS, MPH
Public Health Director



Cortland County Office for Aging

Health and Human Services Committee March 2026

Agency Updates & Events

March for Meals – Updates

Nutrition Programs across the country are joining together this March to support the End the Wait campaign, highlighting the collective impact of senior nutrition services and advocating for the resources necessary to sustain and expand these critical programs. The campaign underscores the importance of addressing food insecurity and malnutrition, reducing social isolation, promoting independence, and improving overall health outcomes among older adults.

Locally, we provide both congregate and home-delivered meals to seniors throughout the county. These services play a vital role in helping older adults maintain their health and remain safely in their homes. While nutrition is foundational to healthy aging, the impact of the program extends well beyond the meal itself.

Home-delivered meal drivers serve as a consistent point of contact for many vulnerable seniors. In numerous cases, the driver may be the only individual a client sees on a regular basis. This daily interaction provides not only social connection, but also an informal wellness and safety check five days per week. Research consistently demonstrates that social isolation among older adults is associated with increased risks of depression, chronic disease, cognitive decline, and hospitalization.

Drivers develop familiarity with their clients and are often able to identify subtle physical, emotional, or behavioral changes that may indicate a concern. There have been documented instances in which drivers have discovered clients who were disoriented, had fallen, were experiencing medical distress, or were otherwise in need of immediate assistance. In such cases, drivers contact emergency services, remain with the individual until help arrives, and notify Aging Services staff to ensure emergency contacts are informed.

Goals and Objectives

Caregivers and family members routinely express appreciation for the program, frequently noting that the regular contact and prompt response have been instrumental in safeguarding the health and well-being of their loved ones.

Meals on Wheels remains a critical component of the county's continuum of care for older adults, supporting both individual independence and broader public health objectives.

OFA's Nutrition Program has several fundraising events planned throughout the month, including a Friendly's Fun-Raiser on Friday, March 27th from 2-7 pm (event flyer must be presented at the time of purchase), basket raffles featuring items donated by many local businesses, and a food drive to benefit our local food pantry. The agency will also recognize our Home Delivered Meals drivers by sharing written messages of appreciation from clients, highlighting what their driver means to them.

We still have availability for Community Champions Week, taking place March 16–20, 2026, as part of March for Meals. This initiative provides an opportunity for elected officials to assist with meal packaging or ride along with a driver to help deliver meals to their constituents.

If you are interested in participating, please contact Olivia Gehm at 607-753-5183 or ogehm@cortlandcountyny.gov.



New Initiatives

SilverShield

NYSOFA and the Association on Aging have partnered with SilverShield, a personal scam-assistance platform, to offer OFAs a limited number of licenses at no cost. These licenses help older adults protect themselves against scams and fraud. OFA staff will provide eligible clients with a SilverShield license, giving them access to scam detection and prevention services. The program operates via text messages and email—no app installation is required. Once enrolled, clients will receive a welcome email and text message with instructions on how to use SilverShield. Individuals may also choose to enroll independently for \$4 per month.

When SilverShield is the right next step
A simple guide for frontline staff supporting their community

SilverShield is for someone who...

Typically deals with scams on their own

Frequently faces suspicious scenarios

Has been previously targeted by scams

What to say when helping get someone set up with SilverShield

"I can help you when we talk, but I can't always be there in the moment."

"Scams are getting more sophisticated, and a lot of very smart people are being targeted."

"This gives you a way to check anything suspicious right away, and get clear guidance on what to do next."

When to offer SilverShield

- Intake and assessment
- During APS and case management
- After a recent event with scam
- Assisting concerned caregivers
- When someone says "Can you check this?"

With SilverShield, you get...

- 24/7 scam support
- Simple guidance, clear next steps
- Instant scam verification and reporting

Accessible for all: Get help with suspicious messages by text message, email, or online

Get someone protected in under a minute
Go to www.silvershield.ai to sign them up, or email info@silvershield.ai and we can help.

Office for the Aging

STAY SAFE FROM SCAMS WITH SILVERSHIELD

20% Off for New Yorkers

Residents of select counties may qualify for a **FREE** SilverShield license
Email info@silvershield.ai to check eligibility

Get Started Today

Visit www.silvershield.ai

Use Code **NEWYORK** for 20% off
\$4 per month, or \$40 per year.

Scan the QR with your phone camera to get started

What is SilverShield?

Your personal scam assistant. A simple way to check, report, and share suspicious messages or situations.

- Instant scam checks via text and email
- Clear guidance on what to do next
- Easy reporting to FBI and FTC

Program Snapshot

Core Services

Service Type	December 2025 Units	December 2025 Unduplicated Clients	January 2026 Units	January 2026 Unduplicated Clients
Case Management	238	87	223	88
Home Care / Respite	458	32	327	33
Congregate Meals	272	57	268	49
Home Delivered Meals	5,895	198	5,730	198
Health Promotion	516	58	623	61
HIICAP Beneficiary Contact	129	120	98	90
NY Connects	132	77	201	119
Personal Emergency Response	41	41	39	39
Home Repair & Modifications	9	6	8	7
Senior Center Rec & Ed	165	89	133	109
Transportation	292	25	325	28
HEAP (25/26 season)			407	407
Food Pantries	594	50 (duplicated)	741	65 (duplicated)

Waitlists

Service Type	Individuals	Reason
EISEP - Personal Care	4	No PC2 aides available
Personal Emergency Response	1	Limited funding
Home Repair & Modifications	30	Weather
Home Delivered Meals	9	Case load / staff vacancies
Bonesavers	16	Class size limited due to space / volunteer leader
Telephone Reassurance	4	Lack of interested volunteers

Federal Updates

SNAP

SNAP Eligibility & Older Adults: New Federal Work/Volunteer Requirements:

- Individuals 65 and older, that have a disability, or other physical/mental health condition that limits ability to work, are exempt from work/volunteer requirements for SNAP eligibility.
- Individuals younger than 65, might be required to meet certain work, volunteer, or other requirements to get SNAP benefits for more than three months. Work and Volunteering Hours count.



SNAP Eligibility & Older Adults: What You Need to Know About New Federal Work/Volunteer Requirements

The federal government has implemented new requirements for SNAP benefits that older adults in New York State need to know about. NYSOFA is sharing the following information in partnership with the New York State Office of Temporary and Disability Assistance (OTDA).

As an Older Adult, Am I Exempt from Work/Volunteer Requirements?

If you are 65 and older, have a disability, or other physical/mental health condition that limits your ability to work, you are **exempt** from work/volunteer requirements for SNAP eligibility.

There are also exemptions for individuals in a caregiver role, such as those living with a child under age 14 or taking care of an incapacitated person, and for those who are eligible for Indian Health Services.

See additional exemptions and more information here:
www.otda.ny.gov/ABAWD.

I Am Not an Exempt Older Adult: How Can I Meet the Requirements for SNAP?

If you are under age 65, you might be required to meet certain work, volunteer, or other requirements to get SNAP benefits for more than three months.

Work and Volunteering Hours Count.
Many older adults are volunteers. In some cases, your volunteer-hour obligation for SNAP eligibility **could be less** than the work-hour obligation needed to meet these new SNAP requirements. See below for further information.

Volunteer Hour Requirements
The number of volunteer hours you must do per month depends on your monthly SNAP benefit amount and the local minimum wage. For example, if you get \$160 per month in SNAP and you live upstate where the minimum wage is \$16, then you must do 10 hours of volunteering or Work Experience Program each month.

See Next Page for Work Requirements (Continued)

NEED HELP? There's just one phone number to remember. Call NY Connects and name the county where you need assistance.

 **1 (800) 342-9871**
www.aging.ny.gov

Work Requirements for SNAP Eligibility

Paid or Unpaid Work Hour Requirements: 20 hours per week (80 hours per month).

- Having a job where you work at least 20 hours per week or earn at least \$217.50 per week, even if you work less than 20 hours.
- Doing in-kind work by exchanging your services for something other than money for at least 80 hours per month (for example, doing building maintenance in exchange for a reduction in rent).

Submitting Proof of SNAP Eligibility

To submit proof of how many hours you are working, volunteering, or doing an approved activity, **talk to your local social service district** to make sure you know what kind of proof to show, where you should submit it, and whether the organization you volunteer for is eligible.

Directory of social services districts: <https://otda.ny.gov/workingfamilies/dss.asp/>.

Want To Learn More about Volunteer or Work Opportunities?

Offices for the Aging and other community partners provide many opportunities for volunteering.

NYSOFA also administers the **Senior Community Service Employment Program (SCSEP)** for New York State residents who are income eligible and age 55 or over. SCSEP is a community service and work-based training program for older workers.

Learn more on **NYSOFA's Employment and Volunteering page** at <https://aging.ny.gov/programs/employment-and-volunteering>

Resource Links

- SNAP benefits and requirements: <https://otda.ny.gov/programs/snap/>
- Volunteering: <https://aging.ny.gov/programs/employment-and-volunteering>



Updated 2/13/26

Respectfully Submitted,

Amber Giamei

Amber Giamei
Director