



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Tuesday, February 6, 2024

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:26 AM by Committee Vice-Chair Mitchel Eccleston

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Chair	Excused	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Vice-Chair	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Michelle Brown	Cortland County, NY	Republican Election Commissioner	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	

	NY			
Donald Chu	Cortland County, NY	Resident	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Jan 9, 2024 11:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paul Heider, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Bentley, Heider, Wilson, Waldbauer, Eccleston, Mantella
EXCUSED:	Joseph Nauseef

PRESENTATIONS

1. NY Citizen's Audit Presentation
Presenter backed out of the presentation.

RESULT:	PULLED
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RESOLUTIONS

MONTHLY REPORTS

1. County Clerk/DMV January 2024 Report

RESULT:	COMPLETED
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2. January Monthly Report - Weights and Measures

RESULT:	COMPLETED
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3. January Monthly Report - Board of Elections

RESULT:	COMPLETED
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4. County Attorney Monthly Report

RESULT:	COMPLETED
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5. January 2024 FOIL Report - Clerk of the Legislature

RESULT:	COMPLETED
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6. February 2024 Personnel Department Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:47 AM



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

1

~ Minutes ~

Tuesday, January 9, 2024

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:00 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Chair	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Vice-Chair	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	

Minutes Acceptance: Minutes of Jan 9, 2024 11:00 AM (MINUTES)

Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
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MINUTES

1. Government Operations Committee - Committee Meeting - Dec 12, 2023 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Vice-Chair
AYES:	Bentley, Heider, Wilson, Nauseef, Eccleston, Mantella
EXCUSED:	Eugene Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Authority Deputy County Administrator - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/16/2024 9:00 AM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Heider, Wilson, Nauseef, Eccleston, Mantella
EXCUSED:	Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Authority Deputy County Administrator - Personnel Department

WHEREAS, the position of Deputy County Administrator was created in the 2023 budget; AND

WHEREAS, the Cortland County Legislature wishes this position to have a civil service classification of exempt with the authority to act on behalf of and in the absence of the County Administrator; NOW THEREFORE BE IT

RESOLVED, that Cortland County Legislature authorizes the duties of the Deputy County Administrator to include acting on behalf and in the absence of the County Administrator effective immediately.

AGENDA ITEM NO. 2 – Authorize Creation of the Cortland County Legislature's Rules of Order Citizen's Advisory Committee

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/25/2024 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Bentley, Heider, Wilson, Nauseef, Eccleston, Mantella
EXCUSED:	Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Creation of the Cortland County Legislature's Rules of Order Citizen's Advisory Committee

WHEREAS, Article XIV (1) of the Cortland County Legislature's Rules of order states that it is

the intent of this Legislature to determine the rules of its own proceedings pursuant to County Law §153 and Local Law No. 2 for year 1972 establishing the County Legislature with the power to enact local laws or rules governing the conduct of the members at such sessions and the manner of transaction business thereat; AND

WHEREAS, the Cortland County Legislature's Rules of Order were last adopted on October 26, 2023 per resolution 183-23; AND

WHEREAS, Article XII (C) of those rules task the Legislature's Government Operations Committee with all matters concerning operation and revision of these rules; AND

WHEREAS, Article XII (11) of those rules state that special committees shall be created by resolution for a period not to exceed the term of the Legislature adopting the resolution; AND

WHEREAS, there is a need to examine those rules periodically to recognize various procedural and operational changes; AND

WHEREAS, the County will benefit from having a dedicated group specifically focused on reviewing and recommending potential changes to those rules; AND

WHEREAS, the Government Operations Committee recommends the creation of a Citizen's Advisory Committee consisting of legislators and key personnel to review and recommend changes to those rules; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby creates a Rules of Order Citizen's Advisory Committee; AND BE IT FURTHER

RESOLVED, that the Committee shall be tasked with reviewing the Cortland County Legislature's Rules of Order and providing recommendations to the Government Operations Committee; AND BE IT FURTHER

RESOLVED, that the Committee shall be comprised of the following five individuals:

Paul Heider, Chair
Sandra Price
Mitchel Eccleston
Victoria Monty
Savannah Hempstead

; AND BE IT FURTHER

RESOLVED, that the term of the Committee shall be until December 31, 2027, unless discharged by Resolution of the Cortland County Legislature prior to that date.

MONTHLY REPORTS

1. Board of Elections Monthly Report

RESULT:	COMPLETED
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2. County Clerk/DMV December 2023 Monthly Report

RESULT:	COMPLETED
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3. Clerk of the Legislature - 2023 FOIL Report

RESULT:	COMPLETED
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4. County Attorney Monthly Report

RESULT:	COMPLETED
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5. Weights and Measures Report December 2023

RESULT:	COMPLETED
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6. January 2024 Vacancy Report

RESULT:	COMPLETED
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DISCUSSION ITEMS**ADJOURNMENT**

The meeting was closed at 11:25 AM

Minutes Acceptance: Minutes of Jan 9, 2024 11:00 AM (MINUTES)



CORTLAND COUNTY CLERK
 Courthouse – 46 Greenbush Street, Suite 105
 Cortland, New York 13045-3702
 P: 607-753-5021
 cortlandcountyclerk@cortland-co.org

TAMMY L. BARRIGER
 MARCIA L. FORD
 Deputy County Clerks

BROOKE KEMAK
 County Clerk
 bkemak@cortland-co.org

SONIA GANOUNG
 Motor Vehicle Director
 P: 607-753-5023

Monthly Report
 Reporting on: January 2024

Description	Jan (Estimated) 2024	Jan 2023
<i>Revenue: Retained by County</i>		
Court	\$1,500.00	\$1,180.00
Land Records	\$36,178.50	\$31,739.85
Local Mtg. Tax	\$15,821.50	\$17,510.14
Transfer Tax*	\$4,874.00	\$77.00
Miscellaneous	\$3,392.05	\$3,647.20
DMV: Fees & Sales Tax	\$40,188.80	\$26,425.89
TOTAL TO COUNTY	\$101,954.85	\$80,580.08
<i>Revenue: Paid to another entity (pass through funds)</i>		
Basic Mtg. Tax	\$31,643.00	\$35,020.28
DWI Fines	\$800.00	\$1,000.00
Bail	\$1,750.00	\$5,000.00
Court & Trust	\$0.00	\$0.00
Passports	\$3,744.53	\$2,828.32
TOTAL PASS THROUGH	\$37,937.53	\$43,848.60
<i>Revenue: Paid to New York State</i>		
Special Mtg. Tax	\$11,140.65	\$14,231.82
Court	\$15,090.21	\$14,058.15
Notary**	\$0.00	\$680.00
State Education	\$7,144.09	\$6,764.07
Transfer Tax	\$31,941.44	\$41,059.45
Real Property	\$15,368.00	\$10,879.00
DMV: Sales Tax	\$141,084.31	\$98,173.62
TOTAL PD TO NYS	\$221,768.70	\$185,846.11
TOTAL REVENUE:	\$361,661.08	\$310,274.79

Attachment: Jan 2024 Monthly Report (12019 : County Clerk/DMV January 2024 Report)

*Transfer Tax: Effective November 17, 2023 an additional Transfer Tax is collected that is retained by the County. Not in place in January 2023.

**Notary: NYS changed the process to renew Notary Commissions. As a result, money is no longer collected locally to send to New York State.

Monthly Activities:

- Meetings: Organizational Meeting, Local Emergency Planning Committee, New County Clerks across NYS, Legal Services Advisory Committee, E-filing Advisory Committee, Solution Software (IQS) User Group and Regional County Clerks
- Met with Buildings and Grounds multiple times to discuss renovations to the basement office location. Communication has been outstanding.
- Developing plans to reduce the physical storage in the office.

Weights and Measures
For January
Government Operations Committee

I did more pricing verification for the month. Looking at some data from past pricing accuracy audits the trend is getting much better. January is petroleum sampling month for Cortland County. All samples passed. A recent discovery by another County Weights and Measures has resulted in changes in the blend ratio for mid grade petroleum for stores that sell 90 octane zero ethanol gas. Some of the stores had the ratio set at 50/50. An equal blend of 87 octane and 90 octane does not equal 89 octane. As the stores have been changing the ratios to a correct ratio we have to go back and put new seals on all of these dispensers. I also did several scales at a local distillery. These scales are used to calculate taxes that are charged for the product and need to be certified twice a year.

Wesley Foley
Director of Weights and Measures
Office phone 607-753-5025

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortland-co.org/182/elections

Democratic Commissioner

Thomas H. Brown

607-753-5033

tbrown@cortland-co.org

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortland-co.org



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortland-co.org

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortland-co.org

MONTHLY REPORT – January 2024

Voter Registrations/Records:

New	Address	Party	Name	IA/Purge/Other	Duplicates	Incomplete	DOH	OCA	TOTAL
200	356	79	17	56	3	88	20	4	823

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
211	185	1	2	114	88	601

FOIL Requests:

Received	In process	Completed
4	0	4

- Held the annual organizational Board meeting on 1/3/20024 – EL§3-212
- Held a training class for new Poll Inspectors.

FINANCIAL SUMMARY

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

		*NYS BOE will enter this data		Budget		Budget Review			
County Name	Number of Registered Voters	Question #1	Question #2	Question #3	Question #4	Question #5	Question #6	Question #7	
		Total Budget for 2023	Amount Increase or Decrease from 2022	BOE Staff Salaries (prior year)	Cust & Tech Salaries (full-time prior year)	Printing Costs (don't include printing ballots) (prior year)	Supplies (prior year)	Training (prior year)	
CORTLAND		\$608,586	Increase	206,362	n/a	\$5,295	\$1,030	\$4,760	

2023 ANNUAL STATISTICAL INFORMATION REPORT

FINANCIAL SUMMARY (continued)

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

County Name	June Primary Election-Specific Costs							
	Question #8	Question #9	Question #10	Question #11	Question #12	Question #13	Question #14	Question #15
	Party Rep Salaries	Poll-site Rentals	Moving Costs for Machines and/or BMD's	Absentee Ballot Costs	Election Day Ballot Costs	Election Inspector Costs	Tech. Costs (p/t or contract staff)	Cost of legal ads
CORTLAND	N/A	\$0	N/A	N/A	N/A	N/A	N/A	N/A

2023 ANNUAL STATISTICAL REPORT

FINANCIAL SUMMARY (continued)

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #24	Question #25	Question #26	Question #27	Question #28	Question #29	Question #30	Question #31	Question #32	Question #33
County Name	COMMISSIONERS				DEPUTY COMMISSIONERS			OTHER EMPLOYEES		
	Democratic Commissioner Salary	Republican Commissioner Salary	2 or 4 Year Term	FT/PT	Democratic Deputy Salary	Republican Deputy Salary	FT/PT	Number of Full-Time Employees	Number of Part-Time Employees	Temporary/ Seasonal Employees
CORTLAND	\$55,315	\$55,315	4	Full-time	\$47,866	\$47,866	Full-time	4	0	

INSPECTOR INFORMATION SUMMARY

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key																									
Value is zero	0																								
Does not apply	N/A																								
Does not track	DNT																								
		Question #34	Question #35	Question #36	Question #37	Question #38	Question #39	Question #40	Question #41	Question #42	Question #43	Question #44	Question #45	Question #46	Question #47	Question #47 a	Question #47 b	Question #48	Question #49	Question #50					
County Name	No. of Inspectors Appointed	No. Inspectors Attending Class & Passed	No. Who Failed Exam	No. Of Alts. Apptd.	No. of Classes Held	Class Size	Average Class Length	Month Training is Held	Countywide Insepctor Salary Rate	Rate of Pay For Training	Stipend Paid to Insp. Chairs	# asked to be Added as Inspector	# of Inspectors who worked on Gen Ele Day	Any Inspectors who work split shifts on Elect Day?	Did you use Inspector Coordinators?	If yes to Inspector Coordinators, how much are they paid?	How easy or difficult to obtain Poll Workers for the General Election	Do you survey Inspectors for ideas on how to improve Election Day experience?	Please identify the number of Poll Workers by Age Groups (Enter <u>ONE</u> numerical value)						
																			Under 18	18 to 25	26 to 40	41 to 60	61 to 70	71 and older	
CORTLAND	118	118	0	0	20	8	4hrs	Jul,Aug,Sep	\$16.00/hr	\$16.00/hr	\$25.00	5	104	No	No	N/A	Very Difficult	No	0	0	10	22	46	40	

2023 ANNUAL STATISTICAL INFORMATION REPORT

JUNE/AUGUST PRIMARY DESIGNATING PETITIONS SUMMARY

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	*N/A in 2023															
	DESIGNATING PETITIONS								OPPORTUNITY TO BALLOT PETITIONS							
	Question #51	Question #52	Question #53	Question #54	Question #55	Question #56	Question #57	Question #58	Question #59	Question #60	Question #61	Question #62	Question #63	Question #64	Question #65	Question #66
County Name	Number Petitions Received	Number Invalidated in Prima Facie Review	Number Objected to	Number of Specs Filed	Number Invalidated by Board	Number of Court Cases	Number Cases Upholding Board Position	Number Cases Reversing Board Position	Number Petitions Received	Number Invalidated in Prima Facie Review	Number Objected to	Number of Specs Filed	Number Invalidated by Board	Number of Court Cases	Number Cases Upholding Board Position	Number Cases Reversing Board Position
CORTLAND	73	0	0	0	0	0	0	0								

2023 ANNUAL STATISTICAL INFORMATION REPORT

INDEPENDENT PETITIONS SUMMARY

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	INDEPENDENT PETITIONS							
	Question #67	Question #68	Question #69	Question #70	Question #71	Question #72	Question #73	Question #74
	Number Petitions Received	Number Invalidated in Prima Facie Review	Number Objected to	Number of Specs Filed	Number Invalidated by Board	Number of Court Cases	Number Cases Upholding Board Position	Number Cases Reversing Board Position
CORTLAND	8	0	0	0	0	0	0	0

2023 ANNUAL STATISTICAL INFORMATION REPORT

CAUCUS CERTIFICATES

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key							
Value is zero	0						
Does not apply	N/A						
Does not track	DNT						
	Question #75	Question #76	Question #77	Question #78	Question #79	Question #80	Question #81
County Name	Number of Caucus Certificates Received	Number of Caucus Certificates Challenged	Number of Specs. Filed	Number Invalidated by Board	Number of Court Cases	Number of Cases Upholding Board Position	Number of Cases Reversing Board Position
CORTLAND	18	1	0	0	0	0	0

REGISTRATION AND ENROLLMENT SUMMARY

***Some totals will automatically calculate.

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #82	Question #83	Question #84	Question #85	Question #86	Question #87	Question #88	Question #89	Question #90	Question #91	Question #92	Question #93	Question #93a	Question #94	Question #95	Question #96	Question #97	Question #98	Question #99	Question #100	Question #101	Question #102	Question #103	Question #104	Question #105	Question #106	Question #107	Question #108	Question #109	Question #110	Question #111	Question #112		Question #113	
	REGISTRATION INFO							FORMS DISTRIBUTION					REGISTRATION SUMMARY FROM ALL SOURCES																						
County Name	Total Number Received by Agency-Based Programs	Total Number Received Through DMV Programs	Total Number Received by Mail	Total Number Received Via Personal Delivery to Board	Total Number from Advocacy Groups or Political Parties Reg Drives	Total Number from other Agencies Not Mandated by NVRA	Grand Total of Forms Processed	Number of Forms Issued to Groups	Number of Forms used By Outreach Programs	Number of Forms Mailed out by Voters Requests	Grand Total of forms distributed	Number of New Registrations Processed	Number of New Pre Registrations Processed	Number of Movers within your County	Number of Movers outside your County	Number of Enrollment Changes	Number of Name Changes	Number of Duplicate Applications Received	Number of Duplicate Regs received by Mail	Number of Duplicate Regs received at Front Counter	Number of Duplicate Regs received from DMV	Number of Duplicate Regs received from State Agencies	Number of Duplicate Regs received from Armed Forces Recruitment Offices	Number of Duplicate Regs received from Agencies Not Mandated by NVRA	Number of Invalid Regs Received by Correspondence	Number of Invalid Regs Received from DMV	Number of Invalid Regs Received from Public Assistance Offices	Number of Invalid Regs Received from State Agencies	Number of Invalid Regs Received from Armed Forces Recruitment Offices	Number of Invalid Regs Received from Other Agencies Not Mandated by NVRA	Number of Invalid Regs Received through Reg Drives by Advocacy Groups, Political Parties, etc.	Number of Other Transactions	Reason	Number of Transactions Rejected	Reason
CORTLAND	135	4,846	228	223	819	290	6,541	2,200	1,100	32	3,332	1,152	152	1,608	681	616	227	463	7	37	414	5	0	0	2	1,712	0	62	0	0	18	1774 Citizenship not checked, 11 No DOB, 9 No address	1,794	n/a	

2023 ANNUAL STATISTICAL INFORMATION REPORT

CONFIRMATION NOTICES

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	1847	Question #115	Question #116	Question #117	Question #118
County Name	Confirmation Notices				
	Number of Confirmation Notices Sent Out	Confirmation Notices received back confirming registration should be cancelled	Conf. Notices received back marked as undeliverable	Number of Persons Re-Registered Due to Confirmation Notices	Confirmation Notices for which you have received no response or info
CORTLAND	1,847	17	456	6	1,3

JUNE PRIMARY ELECTION

***Some totals will automatically calculate.

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key																		
Value is zero	0																	
Does not apply	N/A																	
Does not track	DNT																	
Question #1	Question #2	Question #2a	Question #2b	Question #2c	Question #2d	Question #2e	Question #2f reasons	Question #3	Question #3a	Question #3b	Question #3c	Question #3d	Question #3e	Question #3f	Question #3g	Question #3h	Question #3i reasons	
	VALID AFFIDAVITS							INVALID AFFIDAVITS										
County Name	Affidavits Processed	Total Valid	In-County Movers	Out of County Movers	Poll Book Errors	React's Voters	Other #	Other Reason	Total Invalid 3a-3h	Voter Not Registered/Eligible to vote in Election	Voter Registered but attempted to Vote in Wrong County	Voter Registered but attempted to Vote in Wrong Precinct	Envelope/Ballot Incomplete or Illegible	Ballot missing from envelope	No signature	Non-matching signature	Other #	Other Reason
CORTLAND	n/a	0	n/a	n/a	n/a	n/a	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0

GENERAL ELECTION

***Some totals will automatically calculate.

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #1		Question #1a	Question #1b	Question #1c	Question #1d	Question #2	Question #2a	Question #2b	Question #2c	Question #2d	Question #2e	Question #2f	Question #3	Question #3a	Question #3b	Question #3c	Question #3d	Question #3e	Question #3f	Question #3g	Question #3h						
	REASONS FOR CASTING AFFIDAVIT BALLOT						VALID AFFIDAVITS																INVALID AFFIDAVITS					
	COUNTY	Affidavits Processed	Not in Poll Book/Inactive Voter	ID Not Verified	Wrong Election District/Site	Previously Issued an Absentee Ballot	Total Valid	In-County Movers	Out of County Movers	Poll Book Errors	React's Voters	Other #	Other Reason	Total Invalid	Voter Not Registered/Eligible to vote in Election	Voter Registered but attempted to Vote in Wrong County	Voter Registered but attempted to Vote in Wrong Precinct	Envelope/Ballot Incomplete or Illegible	Ballot missing from envelope	No signature	Non-matching signature	Voter Had Already Voted						
CORTLAND	43	22	0	14	7	43	14	7	0	14	8	Inspector Error - 7 votes by absentee	0	0	0	0	0	0	0	0	0							

***Some totals will automatically calculate.

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key											
Value is zero	0										
Does not apply	N/A										
Does not track	DNT										
	Question #1	Question #a	Question #b	Question #c	Question #d	Question #e	Question #f	Question #g	Question #h reasons	Question #2	Question #3
County Name	Total Cancelled	Deceased	Personal/Voter Request and/or Voter Returned Confirmation Notice to Cancel	Felony Conviction	Judged Mentally Incompetent	Moved Out of County	Inactive Voter Purged After 2 Fed Generals (NVRA)	23		Cancellation Notices	
								Other (Numerical Number ONLY)	Reason	Number of Cancellations Sent to other States	Number of Cancellations sent to other Counties
CORTLAND	2,347	318	5	5	1	294	936	788	Duplicate 31. Incomplete 757	119	6

2023 HAVA COMPLIANCE ID VERIFICATION

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain :

Key					
Value is zero	0				
Does not apply	N/A				
Does not track	DNT				
	Question #1	Question #1a	Question #1b	Question #2	Question #2a
	June Primary Election			General Election	
County Name	Voters Flagged "ID Required" for Primary Election	Showed ID Voted on Scanner	Did Not Show ID and Voted Affidavit Ballot	Voters Flagged "ID Required" for General Election	Showed ID Voted on Scanner
CORTLAND	n/a	n/a	n/a	148	0

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key										
Value is zero	0									
Does not apply	N/A									
Does not track	DNT									
County name	Date Mail Check Card Mailed	Total Number of Cards Mailed Out	Mailed by Household or Individual	Total Number of Cards Returned to Your Board	# of Cards Returned That Were In-County Transfers	# of Cards Returned That Were Outside the County Movers	# of Cards Returned That Were Undeliverable etc.	# of Cards Returned For Miscellaneous Reasons	# of Cards Returned Marked as "Deceased"	Comments, problems, successes?
CORTLAND	4/26/23	27,315	Individual	1,499	244	204	910	137	40	

2023 NVRA REGISTRATION-RELATED ISSUES
DMV SECTION

3.3.b

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #1	Question #1a	Question #1b	Question #1c	Question #2	Question #3	Question #3a	Question #3b	Question #4	Question #5	Question #5a	Question #5b	Question #5c
	DMV - PRIOR TO ELECTION DAY					DMV - ON ELECTION DAY							
County Name	Prior to Election Day number of voters stated they had registered at DMV but were not on file.	Of, these, how many did the Board research?	Of those, number who actually completed a DMV transaction, which was not forwarded to you.	Of those, how many did not complete a DMV transaction	Prior to Election Day, how many DMV-issues was the Board able to resolve.	On Election Day, how many DMV customers claimed to have completed a form but names were not in poll books.	Of, these, how many voted by court-order using a scanner?	How many voted by affidavit ballot?	Did the judge(s) assigned to you on Election Day use the special DMV phone number to research the claims?	How many Election Day complainants actually completed DMV transactions which were not forwarded to you?	How many checked "no" on their DMV paperwork?	How many did not actually conduct a DMV transaction in which voter registration is required to be offered?	Please share any comments that you have concerning the DMV voter registration program.
CORTLAND	0	0	0	0	n/a	0	0	0	No	0	0	0	0

Attachment: Annual Survey 2023 (12013 : January Monthly Report - Board of Elections)

2023 NVRA REGISTRATION-RELATED ISSUES AGENCY-BASED SECTION

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key											
Value is zero	0										
Does not apply	N/A										
Does not track	DNT										
	Question #6	Question #6a	Question #6b	Question #6c	Question #6d	Question #7	Question #7a	Question #7b	Question #7c	Question #8	Question #9
	AGENCY-BASED SECTION - PRIOR TO ELECTION DAY					AGENCY-BASED SECTION - ON ELECTION DAY					
County Name	How many, prior to election day, claimed they had registered at an agency site other than DMV but were not on file?	Of these, how many did the Board research?	How many had been to an agency site and completed a registration form transaction that was not forwarded to you?	How many complainants had not completed a transaction allowing them to register to vote?	Prior to Eleciton Day, number of agency-based issues your Board was able to resolve so voter could vote?	On Election Day, how many voters claimed to have completed reg form, but name not in poll books?	Of these, how may voted by court-order using a scanner?	How many voted by affidavit ballot?	What criteria did judges on Election Day use to grant court orders?	How many Election Day complainants did complete agency-based transactions but not forwarded to you?	How many were found to not have completed a transaction that would have registered them to vote?
CORTLAND	0	n/a	0	0	0	0	0	0	n/a	0	0

2023 OPTICAL SCANNER and BMD REPORT

GENERAL ELECTION

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

Question #1 and #3 are the same if you have a combined system

	Question #1	Question #2	Question #3	Question #4	Question #4a	Question #4b	Question #4c	Question #4d issues
County Name	# of Optical Scanners in use Election Day	# of ED's in your County	Total number of BMDs deployed in your county	Total # of optical scanner "problems" in your county	Paper Jams	Hardware Malfunctions	Amount of other issues	Describe other issues
CORTLAND	30	51	30	9	9	0	0	N/A

2023 OPTICAL SCANNER and BMD REPORT

OPTICAL SCANNER DEVICE SECTION

GENERAL ELECTION

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #5	Question #6	Question #6a	Question #7	Question #8	Question #9
County Name	Average Interruption of Service Per Scanner Problem or Breakdown (Minutes)	Were Scanners Replaced Due to Breakdowns? (Yes/No)	If YES - Number of Scanners Replaced	When scanner problems occur do inspectors immediately contact your Board? (Yes/No)	When scanner problem occurs, do inspectors immediately contact custodians or techs to fix the problem? (Yes/No)	Are Inspectors required to contact you "Before or After" they go into emergency mode?
CORTLAND	10	Select	0	Yes	No	After

2023 OPTICAL SCANNER and BMD REPORT BALLOT MARKING DEVICE SECTION

GENERAL ELECTION

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #10	Question #11	Question #12	Question #12a	Question #12b	Question #12c
County Name	Number of BMD failures encountered on Election Day?	For BMD, average interruption of service per problem or breakdown? (Minutes)	Was it necessary to replace any BMD's on Election Day? (Yes/No)	If yes, number of devices needing replacement?	What or whom do you feel your BMD problems can be attributed?	Total number of voters using BMDs used during GE Early Voting? (# of Accessible Voting Sessions)
CORTLAND	0	10	No	0	paper jams	1

Electronic Poll Book System (EPBS)

2023 Survey

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #1	Question #2	Question #3	Question #4	Question #5	Question #6	Question #7	Question #8	Question #9	Question #10	Question #11
COUNTY	ePoll Book Vendor	Connection Method(s)	Total # of ePoll Books Owned	# e Poll Books Deployed for Early Voting (if applicable)	# e Poll Books Deployed for Election Day (if applicable)	Total # of Ballot on Demand Printers Owned	# Ballot on Demand Printers Deployed for Early Voting (if applicable)	# Ballot on Demand Printers Deployed for Election Day (if applicable)	What ePoll Book/Ballot on Demand system issues or problems did you encounter during the 2023 General Election cycle? Please include any technical, workflow, training and/or support issues.	What changes/improvements would you like to see to your ePoll Book/Ballot on Demand system?	General Comments
CORTLAND	KNOW/NK	VERIZON	55	2	0	2	2	0	n/a	0	0

2023 VOTER INQUIRY REPORT

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #1a	Question #1b	Question #1c	Question #1d	Question #2a	Question #2b	Question #2c	Question #2d
	PRIOR TO EARLY VOTING & ELECTION DAY				DURING EARLY VOTING & ELECTION DAY			
	VOTERS CONTACTED THE CBOE FOR THE FOLLOWING REASONS				VOTERS CONTACTED THE CBOE FOR THE FOLLOWING REASONS			
County Name	Voter Mailed Reg Form No Record	Voter Registered at Reg Drive but No Record	Voter claimed Registered at DMV but No Record	Voter claimed Registered at Agency Site but No Record	Voter Mailed Reg Form No Record	Voter Registered at Reg Drive but No Record	Voter claimed Registered at DMV but No Record	Voter claimed Registered at Agency Site but No Record
CORTLAND	0	0	0	0	0	0	0	0

2022 Primary Absentee Ballot Summary
 ABSENTEE/SPECIAL BALLOTS

JUNE PRIMARY ELECTION

1. Name of the person who is the subject of the report: John Doe	
2. Date of the report: 10/26/2023	
3. Location of the report: City	
4. Name of the person who is the author of the report: John Doe	5. Name of the person who is the reviewer of the report: John Doe

Does not apply	0
Does not apply	50
Does not apply	100

[illegible]

GENERAL ELECTION

***Some totals will automatically calculate.

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #1	Question #2	Question #3	Question #4	Question #5	Question #6	Question #7	Question #8	Question #9	Question #10	Question #11	Question #12	Question #13	Question #14	Question #15	Question #16	Question #17	Question #18	Question #19	Question #20	Question #21	Question #22	Question #23	Question #24	Question #25	Question #26
County Name	GENERAL ABSENTEE/SPECIAL BALLOTS																									
	Number of New Applications Received	Number of Ballots Mailed, Voted at Board, Voted at Nursing Homes, etc.	Number of Voted Ballots Returned	Of absentee ballots transmitted, how many were sent because they requested permanent absentee status?	How many were sent to all other voters?	Of the total number of voted absentee ballots returned by voters, how many ballots were counted?	Of the total number of ballots returned by voters, how many were rejected or invalidated?	Total number of ballots returned as undeliverable?	Total number of absentee ballots rejected due to non-matching signature?	Total number of absentee ballots rejected due missing voter signature?	Total number of absentee ballots rejected due missing witness signature?	Total number of absentee ballots rejected due to ballot being returned in an unofficial envelope?	Total number of absentee ballots rejected due to ballot missing from envelope?	Total number of absentee ballots rejected due to envelope not being sealed?	Total number of absentee ballots rejected due to no resident address on envelope?	Total number of absentee ballots rejected due to multiple ballots returned in one envelope?	Total number of absentee ballots rejected due to voter being deceased?	Total number of absentee ballots rejected due to no absentee application on record?	Total number of absentee ballots rejected due to 1st time voter/no identification provided?	Number Invalidated - no postmark	Number Invalidated - postmarked after election day	Number that cast a previous ballot that was accepted (by mail or in person)	# Rejected for Other Reasons (Numerical Value Only)	Explain or describe "Other" reported	Total number of spoiled or replaced absentee ballots	Number of voters voting in person after having voted by absentee ballot?
CORTLAND	140	783	522	643	140	516	6	16	1	1	0	0	0	0	0	0	0	0	0	0	4	4	0	0	2	0

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key						
Value is zero	0					
Does not apply	N/A					
Does not track	DNT					
	Question #1	Question #2	Question #3	Question #4	Question #5	Question #6
County Name	JUNE PRIMARY COURT ORDERS		GENERAL ELECTION COURT ORDERS		DELIVERY OF ABSENTEE BALLOTS	
	Number of court orders received prior to election day	Number of election day court orders processed	Number of court orders received prior to election day requiring voter to be registered	Number of election day court orders processed	Do you comply with EL 7-122?	If "No", please explain.
CORTLAND	n /a	n/a	0	0	Yes	n/a

NURSING HOME ABSENTEE BALLOT PROGRAM

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key								
Value is zero	0							
Does not apply	N/A							
Does not track	DNT							
	Question #1	Question #2	Question #3	Question #4	Question #5	Question #6	Question #7	
County Name	We Personally Visit Nursing Homes	JUNE PRIMARY ELECTION				GENERAL ELECT		
		Number of nursing homes visited	# of Ballots Intended for Personal Distribution	Number of Ballots CAST by Voters in Nursing Home	# of Ballots Brought back to Office as Unvoted	Number of nursing homes visited	# of Ballots Intended for Personal Distribution	
CORTLAND	No	n/a	n/a	n/a	n/a	0	0	

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key												
Value is zero	0											
Does not apply	N/A											
Does not track	DNT											
	Question #1	Question #2		Question #3		Question #4		Question #5		Question #6	Question #7	Question #8
	General Election- Districts/Voting Equipment Summary											
County Name	Number of election districts in county	Number of Polling Places used for General Election?		Early Voting Physical Polling Places		Election Day Voting Physical Places		Total number of Poll Workers for the General Election?		What was the total number of people who voted at an Early Vote Location for the General Election?	Number of sites in which two or more election districts vote	Number of election districts in which two or more scanners are used
		Early Voting	Election Day	Other Than Election Offices	Election Offices	Other Than Election Offices	Election Offices	Early Voting	Election Day			
CORTLAND	51	1	22	N/A	1	22	0	15	104	911	10	

2023 Poll Site Review

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key								
Value is zero	0							
Does not apply	N/A							
Does not track	DNT							
	Question #9	Question #10	Question #11	Question #12	Question #13	Question #14	Question #15	
	Voters with Disabilities Receiving Assistance on General Election Day			Additional Questions				
County Name	Number of voters with disabilities requesting assistance	Number of poll workers/election inspectors providing assistance	Number of persons accompanying voters with disabilities who provided assistance	Poll site usage agreement between owners/managers of poll site and your board?	Do you give poll workers a diagram which lays out where equipment should be placed?	Do you track voter turnout hourly on Election Day, as the State Board has recommended?	If YES, do you use the SBOE form for this purpose? If NO, please provide your form.	
CORTLAND	0	0	1	0	Yes	Yes	Yes	

2023 Additional Topics of Interest

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key											
Value is zero	0										
Does not apply	N/A										
Does not track	DNT										
		Question #1	Question #2	Question #3	Question #4	Question #5	Question #6	Question #7	Question #8	Question #9	Question #10
		Scanners			Ballot Printing Summary - Absentee Ballots				Ballot Printing Summary - Election Day Ballots		
County Name	How many "spare" scanners do you have for use in an emergency?	How many "spare" BMDs do you have for use in an emergency?	When scanners are placed in poll sites that serve more than a single ED, can a voter cast their ballot on any scanner?	Do you print your Absentee Ballots in-house?	If No, how do you print them?	If you answered "other", please explain.	Are your absentee ballots opscan ballots or are they 'old fashioned' "X in the box" style? Indicate "Opscan" or "Old Style"	Do you print your Election Day Ballots in-house?	If No, how do you print them?	If you answered "other", please explain.	
CORTLAND	3	3	No	No	We issue an RFP and print with the selected printer	n/a	Opscan	No	We issue an RFP and print with the selected printer	n/a	

Please do not leave any cell blank. If cells are blank the State Board will need to reach out to obtain an answer.

Key	
Value is zero	0
Does not apply	N/A
Does not track	DNT

	Question #13	Question #14	Question #15	Question #16	Question #17	Question #18	Question #19	Question #20	Question #21	Question #22	Question #23	Question #23 a	Question #24	Question #25	Question #26	Question #27	Question #28	Question #29	Question #30
	Summary of Voters Receiving Assistance on General Election Day				Other Topics														
County Name	Number of voters requesting assistance	Number of Inspectors providing assistance	Number of persons accompanying voters	Do you conduct Village Elections?	If Yes, do you conduct them at the November election, or March, or in June?	Is your voter reg system a "full doc" system?	Do you charge-back to cities and towns the costs associated with your elections?	If Yes, please describe which costs are charged back and how this is accomplished.	What was the total number of people who participated in the General Election (Voter Turnout)?	What was the total number of people who voted at a polling place on General Election Day? * DO NOT INCLUDE EARLY VOTING NUMBERS*	Indicate the source used to arrive at the previous answer.	If answered "Other" to question #24, please describe.	Do you use SBOE prima facie review post-it notes program for your review?	If No, please describe what you use.	Do you loan scanners/BMDs to other districts for their elections?	If Yes, do you charge for any of the services you provide?	If Yes, please itemize charges.	How does your board obtain election results (by phone, using memory cards, combination of both, etc.)?	Does your board hold petition hearings?
CORTLAND				Yes	November	Yes	No	n/a	7,736	6,266	*Number of votes cast for the highest office on the ballot	n/a	Yes	n/a	Yes	yes	see attached	memory card	Yes

2024 County Board Directory

	Question #1	Question #2	Question #3	Question #4
	Board Contact Information			
County Name	Board Address	Board Phone Number	Board Fax Number	Board Web Site Address
CORTLAND	112 River Street	(607)753-5032	(607)597-2590	www.cortland-co.org

2024 County Board Directory

	Question #5	Question #6	Question #7	Question #8	Question #9	Question #10	Question #11	Question #12	Question #13	Question #14	Question #15	Question #16
	Commissioner's Contact Information											
	Democratic Commissioner						Republican Commissioner					
	County Name	Name	Office E-Mail	Home address	Home phone	Cell phone	Home E-Mail	Name	Office E-Mail	Home address	Home phone	Cell phone
CORTLAND	Thomas H Brwon	tbrown@cortland-co.org	6 Hamlin St Cortland, NY	n/a	(607)423-5345	tomhbrown60@gmail.com	Michelle S Brown	mbrown@cortland-co.org	16 Frank St, Cortland NY	n/a	(607)745-9282	michellesusan611@gmail.com

2024 County Board Directory

	Question #17	Question #18	Question #19	Question #20	Question #21	Question #22	Question #23	Question #24	Question #25	Question #26	Question #27	Question #28
	Deputy Commissioner's Contact Information											
	Democratic Deputy Commissioner						Republican Deputy Commissioner					
County Name	Name	Office E-Mail	Home address	Home phone	Cell phone	Home E-Mail	Name	Office E-Mail	Home address	Home phone	Cell phone	Home E-Mail
CORTLAND	Angela I Burchfield	aburchfield@ Cortland-co.com	26 Park Ave., Homer, NY 13077	n/a	(607)793-8430	n/a						

2024 County Board Directory

County Board Directory

	Question #29	Question #30	Question #31	Question #32	Question #33	Question #34	Question #35	Question #36	Question #37	Question #38														
	Additional Pertinent Staff Information																							
	Person 1		Person 2		Person 3		Person 4		Person 5		Person 6		Person 7		Person 8		Person 9		Person 10		Person 11		Person 12	
County Name	Name	Title	Name	Title	Name	Title	Name	Title	Name	Title	Name	Title	Name	Title	Name	Title	Name	Title	Name	Title	Name	Title	Name	Title
CORTLAND	Richaed Elmer	Sr Machine Tech	Olivia Hersey	Sr Machine Tech	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a



OFFICE OF THE CORTLAND COUNTY ATTORNEY

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
TEL: 607-753-5095

Victoria J. Monty
County Attorney

Christopher I. Simser, Sr.
Chief Assistant County Attorney

Jeri A. DuVall
Assistant County Attorney

Nicole M. Compton
Secretary

MONTHLY REPORT – Dated January 31, 2024

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2024	YTD 2023	2022	2021	2020
\$0.00	\$25,775.94	\$151,289.00	\$0.00	\$0.00

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2024	YTD 2023	2022	2021	2020
\$0.00	\$0.00	\$13,280.98	\$20,622.62	\$22,219.98

FINES COLLECTED:

YTD 2024	YTD 2023	2022	2021	2020
0.00	\$400.00	\$400.00	(data unknown)	(data unknown)

CONTRACTS & AGREEMENTS referred to County Attorney's Office for review:

NEW Since last report	YTD 2024	YTD 2023	2022	2021	2020
42	42	391	371	307	359

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

NEW Since last report	YTD 2024	YTD 2023	2022	2021	2020
10	10	99	92	126	144

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 2024	YTD 2023	2022	2021	2020
JD	0	17	12	17	21
JD - RTA*	1	7	4	3	8
PINS	0	12	9	4	4
Probation Violations - Support	0	7	10	3	5

* 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 2024	YTD 2023	2022	2021	2020
Property Crimes	0	14	11	9	24
Crimes Against Persons	1	7	2	7	4
Sex Offenses	0	2	1	6	1
Other (e.g., Violation of Probation)	0	1	3	0	0

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 2024	YTD 2023	2022	2021	2020
3	3	64	49	21	65

Requests by Month

Run Date: 02/02/2024 3:51 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
1/8/2024	R000282-120423	No Records Exist	Yes	1/17/2024
1/2/2024	S000100-010224	Full Release	Yes	1/7/2024
1/4/2024	S000101-010424	Update from Requester	No	
1/4/2024	R000100-010424	Not Custodian of Records	Yes	1/8/2024
1/5/2024	S000102-010524	Withdrawn	Yes	1/8/2024
1/5/2024	S000103-010524	No Records Exist	Yes	1/7/2024
1/5/2024	S000104-010524	Full Release	Yes	1/7/2024
1/5/2024	S000105-010524	No Records Exist	Yes	1/7/2024
1/5/2024	S000106-010524	Full Release	Yes	1/7/2024
1/5/2024	S000107-010524	Full Release	Yes	1/8/2024
1/5/2024	S000108-010524	Full Release	Yes	1/8/2024
1/8/2024	S000109-010824	Full Release	Yes	1/8/2024
1/8/2024	S000110-010824	Full Release	Yes	1/8/2024
1/8/2024	S000111-010824	No Records Exist	Yes	1/17/2024
1/9/2024	R000101-010924	Not Custodian of Records	Yes	1/31/2024
1/10/2024	S000112-011024	Full Release	Yes	1/17/2024
1/10/2024	S000113-011024	New Request	No	
1/11/2024	S000114-011124	No Records Exist	Yes	1/17/2024
1/11/2024	S000115-011124	New Request	No	
1/11/2024	S000116-011124	New Request	No	
1/11/2024	S000117-011124	New Request	No	
1/11/2024	R000102-011224	Not Custodian of Records	Yes	1/12/2024
1/16/2024	S000118-011624	Full Release	Yes	1/21/2024
1/16/2024	S000119-011624	No Records Exist	Yes	1/21/2024
1/16/2024	S000120-011624	Full Release	Yes	1/17/2024
1/16/2024	S000121-011624	New Request	No	
1/17/2024	S000122-011724	New Request	No	
1/17/2024	S000123-011724	New Request	No	
1/17/2024	S000124-011724	New Request	No	
1/18/2024	S000125-011824	Full Release	Yes	1/29/2024
1/18/2024	S000126-011824	No Records Exist	Yes	1/21/2024
1/18/2024	S000127-011824	No Records Exist	Yes	1/21/2024
1/18/2024	S000128-011824	No Records Exist	Yes	1/21/2024
1/18/2024	S000129-011824	No Records Exist	Yes	1/21/2024
1/18/2024	S000130-011824	New Request	No	
1/19/2024	S000131-011924	No Records Exist	Yes	1/21/2024
1/19/2024	S000132-011924	No Records Exist	Yes	1/21/2024
1/19/2024	S000133-011924	No Records Exist	Yes	1/21/2024
1/19/2024	S000134-011924	No Records Exist	Yes	1/21/2024
1/22/2024	S000135-012224	Full Release	Yes	1/28/2024
1/22/2024	S000136-012224	Full Release	Yes	1/28/2024
1/22/2024	S000137-012224	Full Release	Yes	1/22/2024
1/22/2024	S000138-012224	No Records Exist	Yes	1/28/2024
1/22/2024	S000139-012224	No Records Exist	Yes	1/28/2024
1/23/2024	S000140-012324	Full Release	Yes	1/28/2024

Attachment: January 2024 FOIL Report (12031 : January 2024 FOIL Report - Clerk of the Legislature)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
1/23/2024	S000141-012324	No Records Exist	Yes	1/28/2024
1/23/2024	S000142-012324	New Request	No	
1/26/2024	S000143-012624	New Request	No	
1/26/2024	S000144-012624	New Request	No	
1/26/2024	S000145-012624	New Request	No	
1/26/2024	S000146-012624	No Records Exist	Yes	1/28/2024
1/26/2024	S000147-012624	No Records Exist	Yes	1/28/2024
1/29/2024	S000148-012924	New Request	No	
1/29/2024	S000149-012924	New Request	No	
1/29/2024	R000103-012924	New Request	No	
1/29/2024	S000150-012924	New Request	No	
1/29/2024	S000151-012924	New Request	No	
1/30/2024	S000152-013024	New Request	No	
1/30/2024	S000153-013024	New Request	No	
1/30/2024	S000154-013024	New Request	No	
1/30/2024	R000104-013024	New Request	No	
1/30/2024	S000155-013024	New Request	No	
1/30/2024	R000105-013024	Update from Requester	No	
1/30/2024	S000156-013024	New Request	No	
1/30/2024	S000157-013024	New Request	No	
1/31/2024	S000158-013124	New Request	No	
1/31/2024	R000106-013124	New Request	No	
1/31/2024	R000107-013124	New Request	No	
1/31/2024	R000108-013124	Not Custodian of Records	Yes	1/31/2024
1/31/2024	R000109-013124	New Request	No	

POSITION VACANCY REPORT

As of February 1, 2024

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Driver, per diem Grade 4 \$15.9571-\$20.1976	Aging	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		
Food Service Helper Grade 3/\$15.6579-\$19.8190	Aging	Resignation	12/27/2023	1/3/2024	1/3/2024	1/3/2024	1/29/2024	Natalie Potter	
Food Service Helper Grade 3/\$15.6579-\$19.8190	Aging	Removal	1/17/2024	1/17/2024	1/17/2024	1/18/2024	Posted		
Senior Cleaner Grade 7/\$17.8794-\$22.6307	Buildings and Grounds	Retirement	9/29/2023	9/13/2023	9/14/2023	9/15/2023	Posted		
Cleaner Grade 5/\$16.8726-\$21.3565	Buildings and Grounds	Resignation	11/12/2023	11/29/2023	11/29/2023	11/29/2023	Posted		
Paralegal Grade 6H/\$24.4264-\$32.5115	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Exam File		
Risk Manager Grade 9/\$61,842-\$82,312	County Attorney	New	1/1/2024	12/27/2023	12/27/2023	12/27/2023	Posted		
Deputy County Clerk Grade 10/\$57,528-\$76,569	County Clerk	Resignation	1/1/2024	12/11/2023	12/11/2023	12/11/2023	1/1/2024	Marcia Ford	
Information Processing Clerk Grade 8/\$18.4165-\$23.3107	District Attorney	Removal	6/21/2023	6/30/2023	6/30/2023	6/30/2023	1/2/2024	Mikayla Duff	
Assistant District Attorney Grade 2/\$85,000-\$111,041	District Attorney	Promotion	9/18/2023	9/28/2023	9/28/2023	9/28/2023	1/24/2024	William Troy	
Assistant District Attorney Grade 2/\$85,000-\$111,041	District Attorney	Resignation	12/5/2023	11/20/2023	11/20/2023	11/20/2023	Posted		
Assistant District Attorney Grade 2/\$85,000-\$111,041	District Attorney	New position 2024 budget	1/1/2024	11/21/2023	11/21/2023	11/21/2023	Posted		Grant
Caseworker (Unfunded) Grade 18/\$25.5703-\$32.3653	DSS	Removal	2/12/2020	10/12/2023	10/13/2023	10/16/2023	Posted		
Senior Account Clerk Grade 10/\$19.5862-\$24.7912	DSS	Reinstatement	7/24/2023	7/10/2023	7/12/2023	7/13/2023	Posted		
Case Aide (PT) Grade 8/\$18.4165-\$23.3107	DSS	Resignation	9/28/2023	9/14/2023	9/15/2023	9/15/2023	Posted		Grant Funded
Support Investigator Grade 12/\$20.8680-\$26.4136	DSS	Removal	10/5/2023	9/28/2023	9/28/2023	9/28/2023	1/2/2024	Christian Vianos	Grant Funded
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	Resignation	11/3/2023	10/23/2023	10/24/2023	10/24/2023	Posted		Grant Funded

Attachment: February 2024 (12003 : February 2024 Personnel Department Reports)

POSITION VACANCY REPORT

As of February 1, 2024

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Caseworker Grade 18/\$25.5703-\$32.3653	DSS	Resignation	11/10/2023	10/27/2023	10/30/2023	10/30/2023	Posted		Grant
Case Aide Grade 8/\$18.4165-\$23.3107	DSS	Promotion	11/17/2023	10/20/2023	10/24/2023	10/24/2023	1/26/2024	Brianna Head	Grant Funded
Senior Case Aide Grade 10/\$19.5862-\$24.7912	DSS	Removal	12/1/2023	12/1/2023	12/1/2023	12/5/2023	Exam File		
Case Aide Grade 8/\$18.4165-\$23.3107	DSS	Resignation	12/5/2023	12/6/2023	12/7/2023	12/7/2023	Posted		
Principal Account Clerk Grade 13/\$21.5585-\$27.2876	DSS	New	1/1/2024	11/17/2023	11/17/2023	11/20/2023	1/1/2024	Sherry Browning- Adamczak	
Social Welfare Examiner Trainee Grade 10/\$19.5862-\$24.7913	DSS	Resignation	1/9/2024	1/9/2024	1/9/2024	1/9/2024	Posted		Grant Funded
Social Welfare Examiner Trainee Grade 10/\$19.5862-\$24.7912	DSS	Demotion	1/26/2024	1/5/2024	1/5/2024	1/5/2024	Posted		Grant Funded
Social Welfare Examiner Trainee Grade 10/\$19.5862-\$24.7913	DSS	Resignation	1/26/2024	1/16/2024	1/16/2024	1/16/2024	Posted		Grant Funded
Community Service Worker Grade 5/\$16.8726-\$21.3565	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	Posted		
Senior Account Clerk Grade 10/\$19.5862-\$24.7912	Employment & Training	Retirement	9/29/2023	9/11/2023	9/11/2023	9/11/2023	Posted		
Senior Dispatcher Grade 8/\$28.7605-\$41.7224	ERAC	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	12/28/2023	Heather Tier	
Dispatcher Grade 6/\$27.2602-\$39.5459	ERAC	Promotion	12/29/2023	12/13/2023	12/15/2023	12/15/2023	Posted/Exam File		
Technical Communications Officer Grade 9/\$29.8728-\$43.3360	ERAC	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	1/29/2024	Amber Ayres	
Deputy Director of ERAC Grade 7/\$71,467-\$95,122	ERAC	New	1/1/2024	12/21/2023	Approved by Resolution	Approved by Resolution	1/2/2024	Courtney Metcalfe	Grant Funded
Assistant Director of ERAC Grade 9/\$61,842-\$82,312	ERAC	Promotion	1/2/2024	12/28/2023	12/29/2023	1/2/2024	1/29/2024	Tim Hines	Grant Funded
Senior Dispatcher Grade 8/\$28.7605-\$41.7224	ERAC	Promotion	1/29/2024	1/9/2024	1/9/2024	1/9/2024	1/29/2024	Rebecca Williams	
Senior Dispatcher Grade 8/\$28.7605-\$41.7225	ERAC	Promotion	1/29/2024	1/9/2024	1/9/2024	1/9/2024	1/29/2024	Katelyn Eaton	

Attachment: February 2024 (12003 : February 2024 Personnel Department Reports)

POSITION VACANCY REPORT

As of February 1, 2024

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Dispatcher Grade 6/\$27.2602-\$39.5459	ERAC	Promotion	1/29/2024	1/11/2024	1/11/2024	1/11/2024	Posted/Exam File		
Dispatcher Grade 6/\$27.2602-\$39.5460	ERAC	Promotion	1/29/2024	1/11/2024	1/11/2024	1/11/2024	Posted/Exam File		
Assistant Accountant Grade 18/\$25.5703-\$32.3653	Finance	Resignation	12/18/2023	12/20/2023	12/20/2023	12/20/2023	Posted		
Deputy Workforce Development Director Grade 10/\$57,528-\$76,560	Grant Administration	New	1/1/2024	12/7/2023	12/7/2023	12/7/2023	1/1/2024	Heather Burnham	Grant
RN/ \$31.0835-\$36.5889/hr PHN / \$33.4889-\$39.4204	Health	Removal of Provisional	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted		
Speech Language Pathologist Grade 28/\$37.2145-\$47.10471	Health	Resignation	11/20/2023	11/20/2023	11/20/2023	11/20/2023	Posted		
Senior Public Health Educator Grade 20/\$24.9650-\$31.7638	Health	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	Posted		
Senior Public Health Educator Grade 20/\$24.9650-\$31.7638	Health	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	Posted		
Senior Public Health Educator Grade 20/\$24.9650-\$31.7638	Health	New position 2024 budget	1/1/2024	11/20/2023	11/20/2023	11/20/2023	Posted		
Supervising Public Health Sanitarian Grade 22/\$29.5616-\$37.4173	Health	Promotion	1/1/2024	12/28/2023	12/28/2023	In progress	Posted		
Heavy Equipment Maint. Mechanic Grade 17/\$24.6877-\$31.2484	Highway	Retirement	9/29/2023	9/21/2023	9/22/2023	9/22/2023	Posted		
Motor Equipment Operator Grade 13/\$21.5585-\$27.2876	Highway	Promotion	10/2/2023	10/26/2023	10/26/2023	10/26/2023	Posted		
Senior Engineer Grade 25/\$33.1102-\$41.9091	Highway	Resignation	11/2/2023	10/26/2023	10/26/2023	10/26/2023	Posted		
Assistant Landfill Supervisor Grade 2/\$53,515-\$71,228	Highway	New	1/1/2024	11/30/2023	11/30/2023	12/5/2023	1/2/2024	Ben Perkins	
Crew Leader Grade 17/\$24.6877-\$31.2484	Highway	Promotion	1/2/2024	1/2/2024	1/2/2024	1/3/2024	Posted		Grant Funded
Principal Account Clerk Grade 13/\$21.5585-\$27.2876	Highway	Promotion	unknown	12/28/2023	12/28/2023	1/4/2024	Posted/Exam File		
Executive Administrative Officer Grade 11/\$51,514-\$71,227	Highway	New	1/26/2024	1/25/2024	Approved by Resolution	1/25/2024	Posted		

Attachment: February 2024 (12003 : February 2024 Personnel Department Reports)

POSITION VACANCY REPORT

As of February 1, 2024

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Heavy Equipment Operator-Recycling Grade 15/\$23.0509-\$29.1766	Highway - Recycling	Resignation	9/29/2023	9/20/2023	9/20/2023	9/21/2023	Posted		
Peer Specialist Grade 9/\$18.9861-\$24.0315	Mental Health	Resignation	8/23/2023	8/9/2023	8/9/2023	8/9/2023	exam file		
Mental Health Practioner \$70.23/hr	Mental Health	New position 2024 budget	1/1/2024	11/21/2023	11/21/2023	11/21/2023	Posted		
Mental Health Practioner \$127,812/yr	Mental Health	Resignation	2/5/2024	1/3/2024	1/3/2024	1/3/2024	Posted		
Medical Director/Psychiatrist \$231.25/hr	Mental Health	Resignation	2/29/2024	11/27/2023	11/27/2023	11/27/2023	Posted		
Grant Adminstrator Grade 10/\$57,528-\$76,569	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Exam Files		
Mobility Coordinator Grade 17/\$24.6877-\$31.2484	Planning	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	1/8/2024	Alicia Stevens	
Client Liaison Specialist Grade 7/\$17.8794-\$22.6307	Public Defender	Promotion	8/4/2023	8/25/2023	8/25/2023	8/25/2023	Posted		Grant Funded
Assistant Public Defender Grade 2/\$85,000-\$111,041	Public Defender	Resignation	8/31/2023	9/28/2023	9/28/2023	9/28/2023	Posted		Grant Funded
Assistant Public Defender Grade 2/\$85,000-\$111,041	Public Defender	Promotion	11/15/2023	12/13/2023	12/13/2023	12/13/2023	Posted		
Assistant Public Defender Grade 2/\$85,000-\$111,041	Public Defender	Resignation	12/29/2023	12/13/2023	12/13/2023	12/13/2023	Posted		
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$72,000-\$94,058-Grade	Public Defender	New	1/26/2024	1/25/2024	Approved by Resolution	1/25/2024	Posted		Grant Funded
Paralegal Grade 6H/\$24.4264-\$32.5115	Public Defender	New	1/1/2024	12/5/2023	12/8/2023	12/11/2023	exam file		Grant Funded
Case Manager for Indigent Defendants Grade 14/\$22.2853-\$28.2077	Public Defender	Change of Departments	12/18/2023	1/25/2024	1/25/2024	1/25/2024	posted		Grant Funded
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	1/27/2023	2/6/2023	2/7/2023	2/7/2023	1/8/2024	Lynch, Garry	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Retirement	3/29/2023	3/21/2023	3/21/2023	3/22/2023	1/22/2024	Skye DeLuca	

Attachment: February 2024 (12003 : February 2024 Personnel Department Reports)

POSITION VACANCY REPORT

As of February 1, 2024

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Retirement	3/31/2023	4/3/2023	4/3/2023	4/3/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	4/6/2023	4/6/2023	4/17/2023	4/17/2023	Canvass/exam file apps		
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	Resignation	4/6/2023	4/11/2023	4/17/2023	4/17/2023	1/17/2024	Armando Gonzalez	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Retirement	4/7/2023	3/21/2023	3/21/2023	3/22/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	4/13/2023	3/21/2023	3/21/2023	3/22/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Canvass/exam file apps		
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	Promotion	6/20/2023	6/26/2023	6/26/2023	6/26/2023	1/17/2024	Sean King	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	6/22/2023	6/26/2023	6/26/2023	6/26/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	7/10/2023	7/6/2023	7/7/2023	7/25/2023	Canvass/exam file apps		
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	8/7/2023	8/9/2023	8/9/2023	8/9/2023	Canvass/exam file apps		
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	Retirement	9/14/2023	8/28/2023	8/29/2023	8/29/2023	1/17/2024	Daniel Levitskiy	
Correction Officer Grade 1/\$22.5049-\$37.1490	Sheriff	Resignation	9/14/2023	8/28/2023	8/29/2023	8/29/2023	Canvass/exam file apps		
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	Promotion	9/19/2023	9/19/2023	9/20/2023	9/20/2023	1/17/2024	Joshua Markley	
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	Resignation	10/19/2023	10/20/2023	10/23/2023	10/23/2023	1/17/2024	Caleb Marshall	
County Police Capitan (Deputy Sheriff) CAPT \$53.0038/hr	Sheriff	Promotion	10/31/2023	11/1/2023	11/13/2023	11/13/2023	exam file apps		
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	Resignation	11/2/2023	10/20/2023	10/23/2023	10/23/2023	Cert		
County Police Officer (Deputy Sheriff) CPO \$29.0491-\$37.3585	Sheriff	New	11/29/2023	11/30/2023	11/30/2023	12/4/2023	1/17/2024	Joseph Dimmler- Chrysler	

Attachment: February 2024 (12003 : February 2024 Personnel Department Reports)

POSITION VACANCY REPORT

As of February 1, 2024

[illegible]

Attachment: February 2024 (12003 : February 2024 Personnel Department Reports)

NEW VACANCIES THAT OCCURRED JANUARY 1, 2024- JANUARY 31, 2024

Department	Title	Date of Vacancy
Aging	Food Service Helper	1/17/2024
DSS	Social Welfare Examiner Trainee	1/9/2024
	Social Welfare Examiner Trainee	1/26/2024
	Social Welfare Examiner Trainee	1/26/2024
ERAC	Asst Director of ERAC	1/2/2024
	Senior Dispatcher	1/29/2024
	Senior Dispatcher	1/29/2024
	Dispatcher	1/29/2024
	Dispatcher	1/29/2024
Highway	Crew Leader	1/2/2024
	Executive Administrative Officer	1/26/2024

VACANCIES FILLED JANUARY 1, 2024- JANUARY 31, 2024

Department	Title	Date Filled
Aging	Food Service Helper	1/29/2024
County Clerk	Deputy County Clerk	1/1/2024
District Attorney	Information Processing Clerk	1/2/2024
	Assistant District Attorney	1/24/2024
DSS	Support Investigator	1/2/2024
	Case Aide	1/26/2024
	Principal Account Clerk	1/1/2024
ERAC	Technical Communications Officer	1/29/2024
	Deputy Director of ERAC	1/2/2024
	Asst Director of ERAC	1/29/2024
	Senior Dispatcher	1/29/2024
	Senior Dispatcher	1/29/2024
Grant Admin (WIA)	Deputy Workforce Development Director	1/1/2024
Highway	Asst Landfill Supervisor	1/2/2024
Planning	Mobility Coordinator	1/8/2024
Sheriff	Correction Officer	1/8/2024
	Correction Officer	1/22/2024
	County Police Officer (Dpty Sheriff)	1/17/2024
	County Police Officer (Dpty Sheriff)	1/17/2024
	County Police Officer (Dpty Sheriff)	1/17/2024
	County Police Officer (Dpty Sheriff)	1/17/2024
	County Police Officer (Dpty Sheriff)	1/17/2024
	County Police Officer (Dpty Sheriff)	1/17/2024

Attachment: Vacancies Filled Feb 2024 (12003 : February 2024 Personnel Department Reports)

1/29/2024

Number of Civil Service Transactions by Agency

From: 01/01/2024 to 01/31/2024

Agency	Count
BOARD OF EDUCATION	1
CITY OF CORTLAND	86
CORTLAND COUNTY	573
HOMER SCHOOL	15
HOUSING AUTHORITY	4
MARATHON SCHOOL	1
TOWN OF LAPEER	1
TOWN OF VIRGIL	8
TULLY SCHOOL	61
VILLAGE OF HOMER	18
VILLAGE OF MCGRAW	1
Total:	769

Attachment: Jan 2024 CS Transactions (12003 : February 2024 Personnel Department Reports)

Civil Service Exams Administered

Title	Exam No.	Date
TESTING	00-0914	1/1/2024
ACCOUNT CLERK	300-23	1/13/2024
CLERK	101-23	1/13/2024
KEYBOARD SPECIALIST	102-23	1/13/2024
PARALEGAL	66-715	1/13/2024
PEER SPECIALIST	67-304	1/13/2024
SENIOR CASE AIDE	66-877	1/13/2024
TENANT RELATIONS ASSISTANT	86-036	1/13/2024
DISPATCHER	67-514	1/27/2024

Attachment: January 2024 Exams (12003 : February 2024 Personnel Department Reports)

Total Number of Exams 9

* END OF REPORT *

Monday, January 29, 2024