



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, March 10, 2022

8:30 AM

Board Room

CALL TO ORDER

The meeting was called to order at 8:30 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Allison Ventimilia	Cortland County, NY	Deputy Commissioner of Social Services	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Kevin Smith	Cortland Voice	Reporter	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	

MINUTES

1. Government Operations Committee - Committee Meeting - Feb 10, 2022 8:30 AM

RESULT:	ACCEPTED [6 TO 0]
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson
AWAY:	Mitchel Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement - Granicus, LLC - Minute Traq/Civic Streaming Subscription & GovQA Program - Cortland County Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/15/2022 10:00 AM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Authorize Agreement - Granicus, LLC - Minute Traq/Civic Streaming Subscription & GovQA Program - Cortland County Legislature

WHEREAS, Cortland County desires to continue to create a more efficient legislative process and a more transparent government, AND

WHEREAS, Granicus, LLC provides MinuteTraq to provide for the creation of agendas and minutes, and Civic Streaming for posting these documents, as well as audio and video proceedings in a user-friendly format for public use, AND

WHEREAS, Granicus, LLC provides GovQA to process and track FOIL requests, provide redaction tools for multiple departments and multiple automated workflow options for County-wide departmental use, AND

WHEREAS, the current contract with Granicus, LLC is expiring on April 30, 2022 and it is desired to enter into a three year contract with this software provider, AND

WHEREAS, Granicus has provided a contract with a cost of \$2,188.07 per month for year 1, \$2,261.16 for year 2, and \$2,419.45 for year 3, AND

WHEREAS, the majority of the funds are included in the 2022 budget in Account No. A10405.54015 Maintenance Agreements, AND

WHEREAS, additional funding is needed to include the GovQA portion of the agreement, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to enter into an agreement with Granicus, LLC, 408 Saint Peter Street, Suite 600, Saint Paul, MN 55102 for the above services and costs for a period of March 25, 2022, through April 30, 2025, AND BE IT FURTHER

RESOLVED, that the 2022 County Budget be amended as follows:

Increase:

A10405.54015	Maintenance Agreements	\$9,900
A359900	Appropriated Fund Balance	\$9,900

AGENDA ITEM NO. 2 – Authorize Agreement Between Cortland County and County Police Association (CPAC) – Personnel

It was MOVED by Mr. Heider, seconded by Ms. Preston, and unanimously adopted by voice vote of members present, to enter into an executive session to collective negotiations pursuant to article fourteen of the civil service law. MOTION CARRIED.

An executive session was held from 8:37 a.m. to 8:51 a.m., at which time on motion of Mr. Heider, seconded by Ms. Preston, and unanimously approved to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/15/2022 9:00 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Authorize Agreement Between Cortland County and County Police Association (CPAC) - Personnel

WHEREAS, the Cortland County and County Policy Association of Cortland County (CPAC) negotiating committees have met to negotiate a new contract, AND

WHEREAS, the negotiating committees have agreed on a new contract, AND

WHEREAS, the County Police Association of Cortland County ratified the contract on March 2, 2022, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the County Police Association of Cortland County contract.

MONTHLY REPORTS

1. Board of Elections Monthly Budget Report

RESULT: COMPLETED

2. County Attorney Monthly Report

RESULT: COMPLETED

3. Weights and Measures Monthly Budget Report

RESULT: COMPLETED

4. Weights and Measures Monthly Report

RESULT: COMPLETED

5. County Clerk Monthly Report

RESULT: COMPLETED

6. Personnel YTD Budget Report

RESULT: COMPLETED

7. March Vacancy Report

RESULT: COMPLETED

8. Clerk of the Legislature Monthly Budget Report

RESULT: COMPLETED

9. Legislature Monthly Budget Report

RESULT: COMPLETED

DISCUSSION ITEMS

1. Proposed 2022 Compensation Plan

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 9:49 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

1

Thursday, February 10, 2022

8:30 AM

Board Room

CALL TO ORDER

The meeting was called to order at 8:30 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Wendy Franklin	Cortland County, NY	Chief Assistant County Attorney	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	

Minutes Acceptance: Minutes of Feb 10, 2022 8:30 AM (MINUTES)

MINUTES

1. Government Operations Committee - Committee Meeting - Jan 13, 2022 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with Jay A. Supnick, Ph.D., ABPP for Psychological Evaluations for Department of Criminal Justice Services Emergency Order - Personnel/Civil Service

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/24/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Authorize Agreement with Jay A. Supnick, Ph.D., ABPP for Psychological Evaluations for Department of Criminal Justice Services Emergency Order - Personnel/Civil Service

WHEREAS, there is a need to contract with an agency to conduct two part psychological evaluations in accordance with the Department of Criminal Justice Services Emergency Order effective October 16, 2021, AND

WHEREAS, there is currently a contract in place with Public Safety Psychology for these services, AND

WHEREAS, Jay Supnick, Ph.D. may also perform psychological evaluations if needed at a cost of up to \$325 per evaluation, AND

WHEREAS, funds have been allocated in the 2022 budget in account number indicated below, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute an agreement beginning February 25, 2022, to be paid from:

Jay A. Supnick, PhD, ABPP

A14305.54615

2/25/22 - 12/31/23

Action Items

1. Hire Above Base Step for Clinical Director - Mental Health Department

It was MOVED by Mr. Heider, seconded by Ms. Preston, and unanimously adopted by voice-vote of members present, to enter into an executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. MOTION CARRIED.

An executive session was held from 9:05 a.m. to 9:24 a.m., at which time on motion of Mr. Wagner, seconded by Ms. Preston, and unanimously approved to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Susan Wilson, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

DISCUSSION ITEMS

1. Deputy Election Commissioner Discussion

After a brief discussion, it was decided to hold off on this topic of discussion.

RESULT:	COMPLETED
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MONTHLY REPORTS

1. February Vacancy Report

RESULT:	COMPLETED
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2. Personnel Budget Report

RESULT:	COMPLETED
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3. County Clerk Monthly Report

RESULT:	COMPLETED
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4. Board of Elections Monthly Report

RESULT:	COMPLETED
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5. County Attorney Monthly Report

RESULT:	COMPLETED
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6. Weights and Measures Monthly Report

RESULT:	COMPLETED
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7. Weights and Measures Monthly Budget Report

RESULT:	COMPLETED
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8. Weights and Measures Annual Report 2021

RESULT:	COMPLETED
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9. Clerk of the Legislature Monthly Budget Report

RESULT:	COMPLETED
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10. Legislature Monthly Budget Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:29 AM

03/03/2022 16:00
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A145042 ELECTIONS							
A145042 41289 ELECTIONS FEES	-300	0	-300	.00	.00	-300.00	.0%
A145042 41289 SCH DEPARTMENTAL F	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
TOTAL ELECTIONS	-3,300	0	-3,300	.00	.00	-3,300.00	.0%
A14505 ELECTIONS							
A14505 51005 PERSONAL SERVICES	86,582	0	86,582	11,380.60	.00	75,201.08	13.1%
A14505 51010 PART-TIME PAY	67,584	0	67,584	9,419.52	.00	58,164.58	13.9%
A14505 51015 TEMP PAY	35,000	0	35,000	.00	.00	35,000.00	.0%
A14505 51020 OVERTIME PAY	0	0	0	469.97	.00	-469.97	100.0%
A14505 54000 TELEPHONE	8,000	0	8,000	105.24	431.64	7,463.12	6.7%
A14505 54001 COPYING/PRINTING	57,500	0	57,500	5,413.41	.00	52,086.59	9.4%
A14505 54004 COMPUTER SOFTWARE	32,620	0	32,620	.00	.00	32,620.00	.0%
A14505 54005 Office Materials &	2,500	0	2,500	332.93	.00	2,167.07	13.3%
A14505 54015 Maintenance Agreeem	2,097	0	2,097	.00	.00	2,097.00	.0%
A14505 54020 POSTAGE	45,000	0	45,000	4,021.56	.00	40,978.44	8.9%
A14505 54035 EDUCATION & TRAINI	2,850	0	2,850	.00	.00	2,850.00	.0%
A14505 54040 ASSOC/MEMBERSHIP D	140	0	140	.00	.00	140.00	.0%
A14505 54041 PUBLICATIONS	350	0	350	.00	.00	350.00	.0%
A14505 54045 Travel & Sustenanc	250	0	250	.00	.00	250.00	.0%
A14505 54050 Equip. Repairs & M	300	0	300	.00	.00	300.00	.0%
A14505 54055 PROFESSIONAL SERVI	83,300	0	83,300	-223.98	.00	83,523.98	-.3%
A14505 54060 LEGAL NOTICES / AD	2,500	0	2,500	.00	.00	2,500.00	.0%
A14505 54065 EQUIP RENT / LEASE	63,295	0	63,295	.00	.00	63,295.00	.0%
A14505 54070 INSURANCE	6,254	0	6,254	.00	.00	6,254.47	.0%
A14505 54078 Fuel	200	0	200	.00	.00	200.00	.0%
A14505 54213 I/D COPIER	1,000	0	1,000	83.29	.00	916.71	8.3%
A14505 58020 RETIREMENT	13,806	0	13,806	.00	.00	13,805.92	.0%
A14505 58030 FICA	14,471	0	14,471	1,571.39	.00	12,899.86	10.9%
A14505 58040 WORKERS COMP	5,980	0	5,980	6,119.33	.00	-139.33	102.3%
A14505 58060 HEALTH INS	15,027	0	15,027	2,311.76	.00	12,715.10	15.4%
A14505 58062 DENTAL INS	271	0	271	41.76	.00	228.96	15.4%
A14505 58065 VISION CARE BENEFIT	59	0	59	9.00	.00	49.80	15.3%
TOTAL ELECTIONS	546,936	0	546,936	41,055.78	431.64	505,448.38	7.6%
TOTAL GENERAL FUND	543,636	0	543,636	41,055.78	431.64	502,148.38	7.6%
TOTAL REVENUES	-3,300	0	-3,300	.00	.00	-3,300.00	
TOTAL EXPENSES	546,936	0	546,936	41,055.78	431.64	505,448.38	



02/25/2022 14:12
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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 02

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14205 COUNTY ATTORNEY							
A14205 51005 PERSONAL SERVICES	82,694	0	82,694	11,214.68	.00	71,479.78	13.6%
A14205 51010 PART-TIME PAY	182,595	0	182,595	12,994.86	.00	169,599.80	7.1%
A14205 51035 OTHER COMPENSATION	0	0	0	855.55	.00	-855.55	100.0%
A14205 54000 TELEPHONE	924	0	924	66.00	.00	858.00	7.1%
A14205 54001 COPYING/PRINTING	50	0	50	.00	.00	50.00	.0%
A14205 54005 Office Materials &	500	0	500	.00	9.79	490.21	2.0%
A14205 54020 POSTAGE	192	0	192	2.12	.00	189.88	1.1%
A14205 54035 EDUCATION & TRAINI	2,500	0	2,500	.00	.00	2,500.00	.0%
A14205 54040 ASSOC/MEMBERSHIP D	327	0	327	327.00	.00	.00	100.0%
A14205 54041 PUBLICATIONS	600	0	600	.00	.00	600.00	.0%
A14205 54045 Travel & Sustenanc	500	0	500	.00	.00	500.00	.0%
A14205 54055 PROFESSIONAL SERVI	5,000	0	5,000	.00	.00	5,000.00	.0%
A14205 54060 LEGAL NOTICES / AD	250	0	250	53.00	.00	197.00	21.2%
A14205 54070 INSURANCE	1,762	0	1,762	.00	.00	1,762.32	.0%
A14205 54213 I/D COPIER	1,513	0	1,513	126.05	.00	1,386.95	8.3%
A14205 54215 I/D LEXIS NEXIS	1,795	0	1,795	148.12	.00	1,646.88	8.3%
A14205 54444 FEES & PERMITS	120	0	120	80.00	.00	40.00	66.7%
A14205 58020 RETIREMENT	30,231	0	30,231	.00	.00	30,230.98	.0%
A14205 58030 FICA	20,295	0	20,295	1,811.11	.00	18,483.54	8.9%
A14205 58040 WORKERS COMP	7,970	0	7,970	8,155.70	.00	-185.70	102.3%
A14205 58060 HEALTH INS	33,302	0	33,302	5,054.30	.00	28,247.80	15.2%
A14205 58062 DENTAL INS	271	0	271	40.93	.00	230.07	15.1%
A14205 58065 VISION CARE BENEFIT	40	0	40	5.82	.00	34.18	14.6%
TOTAL COUNTY ATTORNEY	373,431	0	373,431	40,935.24	9.79	332,486.14	11.0%
TOTAL GENERAL FUND	373,431	0	373,431	40,935.24	9.79	332,486.14	11.0%
TOTAL EXPENSES	373,431	0	373,431	40,935.24	9.79	332,486.14	

Attachment: MUNIS 02-25-2022 (10453 : County Attorney Monthly Report)

02/25/2022 14:12
 madsit

Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2022 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	373,431	0	373,431	40,935.24	9.79	332,486.14	11.0%

** END OF REPORT - Generated by Maria Adsit **



OFFICE OF THE CORTLAND COUNTY ATTORNEY

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045
TEL: 607-753-5095
FAX: 607-756-3489

Wendy Franklin
Chief Assistant County Attorney

Jeri DuVall
Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Maria Adsit
Confidential Secretary

FIVE YEAR COMPARISON

Report Date: **February 25, 2022**

Contracts & Agreements referred to County Attorney's Office for review:

<u>January 1, 2018 – December 31, 2018</u>	338
<u>January 1, 2019 – December 31, 2019</u>	360
<u>January 1, 2020 – December 31, 2020</u>	359
<u>January 1, 2021 – December 31, 2021</u>	307
<u>January 1, 2022 – February 25, 2022</u>	47

Incident/Accident/Threat Reports reviewed by County Attorney's Office:

<u>January 1, 2018 – December 31, 2018</u>	136
<u>January 1, 2019 – December 31, 2019</u>	143
<u>January 1, 2020 – December 31, 2020</u>	114
<u>January 1, 2021 – December 31, 2021</u>	126
<u>January 1, 2022 – February 25, 2022</u>	13

Attachment: County Attorney Office - MAR Committee Report (10453 : County Attorney Monthly Report)



CORTLAND COUNTY ATTORNEY'S OFFICE

CORTLAND COUNTY OFFICE BUILDING SUITE 312

February 28, 2022

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:

January 1, 2018 – December 31, 2018

2018 -	JD referred for petition:	20	(**01 RTA)
	PINS petitions:	12	
	Vio. Probation/Support:	<u>09</u>	
		41	

January 1, 2019 – December 31, 2019

2019 -	JD referred for petition:	35*	(**13 RTA)
	PINS petitions:	15	
	Vio. Probation/Support:	<u>06</u>	
		56	

January 1, 2020 – December 31, 2020

2020 -	JD referred for petition:	29*	(**8 RTA)
	PINS petitions:	04	
	Vio. Probation/Support:	<u>05</u>	
		38	

January 1, 2021 – December 30, 2021

2021-	JD referred for petition:	20	(**3 RTA)
	PINS petitions:	04	
	Vio. Probation/Support:	<u>03</u>	
		27	

January 1, 2022-February 28, 2022

2022	JD referred for petition:	02
	PINS petitions:	02
	Vio. Probation/Support:	<u>02</u>
		06

JD referrals for petition by classification of offense:

2021	Property crimes:	09	2022	Property crimes:	01
	Crimes against persons:	07		Crimes against persons:	00
	Sex offenses:	<u>06</u>		Sex Offenses:	<u>00</u>
		22			01

**RTA (Raise the Age) JD petitions included above:

(respondent 16 years old at date of offense(s), committed 10/1/18-9/30/19
17 years old at date of offense(s), committed after 10/1/19)



**CORTLAND COUNTY ATTORNEY
WENDY L. FRANKLIN**

Chief Assistant County Attorney

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045
TEL 607-753-5095
FAX: 607-756-3489

February 28, 2022

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:

(Note: Orders are prepared by County Attorney's Office, sent to Attorney for the Child/Respondent for review, held for 10 days, then submitted to the Family Court Judge for signature and entry)

January 1, 2017 – December 31, 2017: 72 orders

January 1, 2018 – December 11, 2018: 97 orders

January 1, 2019 – December 31, 2019: 87 orders

January 1, 2020 – December 31, 2020: 65 orders

January 1, 2021 – December 30, 2021: 21 orders

January 1, 2022-February 28, 2022: 11 orders



**CORTLAND COUNTY
OFFICE OF THE COUNTY ATTORNEY**

CORTLAND COUNTY OFFICE BUILDING
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Maria Adsit
Confidential Secretary

DEBT COLLECTION

722(d), Landfill, W&M, Personnel, etc.

February 2022	YTD 2022	2021	2020	2019
\$782.05	\$782.05	\$0.00	\$0.00	\$4,348.13

INSURANCE RECOVERIES

Related to Vehicle & Property Damage (road signs, guide rails, vehicles, etc.)

February 2022	YTD 2022	2021	2020	2019
\$2,357.69	\$2,357.69	\$20,622.62	\$22,219.98	\$122,477.76

TOTALS:	\$3,139.74	\$20,622.62	\$22,219.98	\$122,477.76
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CURRENT YEAR COLLECTIONS

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
January				\$ 0.00
	05/23/18	From Receivership for Feher Rubbish Removal	Solid Waste	782.05
February	10/04/21	Property Damage – Vehicle	Probation	2,357.69
March				0.00

Continued on next page

CURRENT YEAR COLLECTIONS CONTINUED

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
April				0.00
May				0.00
June				0.00
July				0.00
August				0.00
September				0.00
October				0.00
November				0.00
December				0.00
				\$ 3,139.74

The **2018** numbers jumped up by \$18,854.00 based on review and closing out a file from July 2018 in which the office assisted with recovery from the boiler issue at the County Court House.

The **2020** numbers jumped up by \$2,090.29 based on review and closing out a file from September 2019 in which the office assisted with recovery from an accident involving a probation vehicle.

CORTLAND COUNTY ATTORNEY
2021 BUDGET SPENDING REPORT
REPORT DATE: 2/25/2022, 3:18 PM

2.2.b

OBJ CODE	ACCOUNT TITLE	2022 BUDGET	SPENDING TO DATE	BUDGET BALANCE	% OF BUDGET REMAINING
	Legal Associate	41,469.00	5,571.27	\$ 35,897.73	86.57%
	Sec. to County Attorney	41,225.00	5,417.13	\$ 35,807.87	86.86%
51005	PERSONAL SERVICES	82,694.00	10,988.40	\$ 71,705.60	86.71%
	County Attorney	87,402.00	822.11	\$ 86,579.89	99.06%
	Chief Assistant County Attorney	41,386.00	7,710.06	\$ 33,675.94	81.37%
	Assistant County Attorney	36,627.00	4,688.97	\$ 31,938.03	87.20%
	Secretary II	17,180.00	-	\$ 17,180.00	100.00%
51010	PART-TIME PAY:	182,595.00	13,221.14	\$ 169,373.86	92.76%
51020	OVERTIME PAY	-	-	\$ -	--
51035	OTHER COMPENSATION	-	855.55	\$ (855.55)	--
54000	TELEPHONE (BASE + USE)	924.00	66.00	\$ 858.00	92.86%
54001	COPYING/PRINTING	50.00	-	\$ 50.00	100.00%
54005	SUPPLIES	500.00	9.79	\$ 490.21	98.04%
54020	POSTAGE	192.00	2.12	\$ 189.88	98.90%
54035	EDUCATION & TRAINING	2,500.00	-	\$ 2,500.00	100.00%
54040	ASSOC/MEMBERSHIP DUES	327.00	327.00	\$ -	0.00%
54041	PUBLICATIONS	600.00	-	\$ 600.00	100.00%
54045	TRAVEL & SUBSISTENCE	500.00	-	\$ 500.00	100.00%
54047	MILEAGE REIMBURSEMENT	-	-	\$ -	--
54055	PROFESSIONAL SERVICES	5,000.00	-	\$ 5,000.00	100.00%
54060	CLASSIFIED ADVERTISING	250.00	53.00	\$ 197.00	78.80%
54070	INSURANCE	1,762.00	-	\$ 1,762.00	100.00%
54213	I/D COPIER (monthly fee)	1,513.00	126.05	\$ 1,386.95	91.67%
54215	I/D INT COUNTY DEPT (Westlaw)	1,795.00	148.12	\$ 1,646.88	91.75%
54444	NOTARY FEES	120.00	80.00	\$ 40.00	33.33%
58020	RETIREMENT	30,231.00	-	\$ 30,231.00	100.00%
58030	FICA	20,295.00	1,463.07	\$ 18,485.30	91.08%
58031	MEDICARE	-	346.63		
58040	WORKERS COMP	7,970.00	8,155.70	\$ (185.70)	-2.33%
58060	HEALTH INS	33,302.00	5,123.40	\$ 28,178.60	84.62%
58062	DENTAL INS	271.00	41.76	\$ 229.24	84.59%
58065	VISION CARE BENEFITS	40.00	6.00	\$ 34.00	85.00%
	TOTAL \$	\$ 373,431.00	\$ 41,013.73	\$ 332,417.27	89.02%
% of Year Remaining					84.66%

Attachment: County Attorney Office - MAR Committee Report (10453 : County Attorney Monthly Report)

CORTLAND COUNTY ATTORNEY
2021 BUDGET SPENDING REPORT
REPORT DATE: 2/25/2022, 3:18 PM

Revenue & Income

Previous Years:

A141001-CA Accounts Receivable

2022 Opening Balance

Payments Received

New Receivables

Current A/R Balance:

-

-

\$

-

Current Year:

A142042-41289 Program Fees Collected - 722d Orders

-

Liability - Awards & Claims #A17115.54920

CK#		Ck. Amount	Spending YTD	Balance	Department
	BUDGET			\$0.00	BUDGET

Attachment: County Attorney Office - MAR Committee Report (10453 : County Attorney Monthly Report)

MUNIS RECONCILIATION
County Attorney Spending
2/25/2022, 3:19 PM

OBJ CODE	ACCOUNT TITLE	SPENDING TO DATE	MUNIS	DIFFERENCE	EXPLANATION
	Paralegal	\$ 5,571.27			
	Sec. to County Attorney	\$ 5,417.13			
51005	PERSONAL SERVICES	\$ 10,988.40	\$ 11,214.68	\$ (226.28)	Incorrect posting - request made for correction
	County Attorney	\$ 822.11			
	Chief Assistant County Attorney	\$ 7,710.06			
	Assistant County Attorney	\$ 4,688.97			
	Keyboard Specialist	\$ -			
51010	PART-TIME PAY:	\$ 13,221.14	\$ 12,994.86	\$ 226.28	Incorrect posting - request made for correction
51020	OVERTIME PAY	\$ -	\$ -	\$ -	
51035	OTHER COMPENSATION	\$ 855.55	\$ 855.55	\$ -	
54000	TELEPHONE (USAGE)	\$ 66.00	\$ 66.00	\$ -	
54001	COPYING/PRINTING	\$ -	\$ -	\$ -	
54005	SUPPLIES	\$ 9.79	\$ -	\$ 9.79	PO#20220668 not paid yet.
54020	POSTAGE	\$ 2.12	\$ 2.12	\$ -	
54035	EDUCATION & TRAINING	\$ -	\$ -	\$ -	
54040	ASSOC/MEMBERSHIP DUES	\$ 327.00	\$ 327.00	\$ -	
54041	PUBLICATIONS	\$ -	\$ -	\$ -	
54045	TRAVEL & SUBSISTENCE	\$ -	\$ -	\$ -	
54047	MILEAGE REIMBURSEMENT	\$ -	\$ -	\$ -	
54055	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	
54060	CLASSIFIED ADVERTISING	\$ 53.00	\$ 53.00	\$ -	
54070	INSURANCE	\$ -	\$ -	\$ -	
54213	I/D COPIER	\$ 126.05	\$ 126.05	\$ -	
54215	I/D INT COUNTY DEPT (LEXIS)	\$ 148.12	\$ 148.12	\$ -	
54500	MEDICAL FEES	\$ 80.00	\$ 80.00	\$ -	
58020	RETIREMENT	\$ -	\$ -	\$ -	
58030	FICA	\$ 1,463.07	\$ 1,811.11	\$ (1.41)	Possibly related to contact tracing hours; will investigate
58031	MEDICARE	\$ 346.63			
58040	WORKERS COMP	\$ 8,155.70	\$ 8,155.70	\$ -	
58060	HEALTH INS	\$ 5,123.40	\$ 5,054.30	\$ 69.10	Adjustment needed related to contact tracing allocation
58062	DENTAL INS	\$ 41.76	\$ 40.93	\$ 0.83	Adjustment needed related to contact tracing allocation
58065	VISION CARE BENEFITS	\$ 6.00	\$ 5.82	\$ 0.18	Adjustment needed related to contact tracing allocation
	TOTAL \$	\$ 41,013.73	\$ 40,935.24	\$ 78.49	

OTHER MUNIS RECONCILIATIONS:

		BALANCE TO DATE	MUNIS	DIFFERENCE	EXPLANATION
A141001-CA	ACCOUNTS RECEIVABLE	\$ -	\$ -	\$ -	
A142042-41289	PROGRAM FEES	\$ -	\$ -	\$ -	
A17115-54920	AWARDS & CLAIMS	\$ -	\$ -	\$ -	

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 02

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A66105 SEALER OF WEIGHTS & MEASURES							
A66105 51005 PERSONAL SERVICES	54,293	0	54,293	7,308.67	.00	46,983.89	13.5%
A66105 54000 TELEPHONE	700	0	700	53.91	507.09	139.00	80.1%
A66105 54005 Office Materials &	100	0	100	.00	.00	100.00	.0%
A66105 54015 Maintenance Agreem	185	0	185	.00	.00	185.00	.0%
A66105 54020 POSTAGE	150	0	150	1.36	.00	148.64	.9%
A66105 54040 ASSOC/MEMBERSHIP D	125	0	125	25.00	.00	100.00	20.0%
A66105 54048 Prog Spec Material	100	0	100	.00	.00	100.00	.0%
A66105 54050 Equip. Repairs & M	200	0	200	.00	.00	200.00	.0%
A66105 54070 INSURANCE	319	0	319	.00	.00	319.00	.0%
A66105 54074 VEHICLE INSURANCE	320	0	320	.00	.00	320.00	.0%
A66105 54078 Fuel	1,000	0	1,000	74.58	.00	925.42	7.5%
A66105 54300 Vehicle Repairs &	1,200	0	1,200	.00	.00	1,200.00	.0%
A66105 54615 CONTRACTED MEDICAL	150	0	150	.00	.00	150.00	.0%
A66105 58020 RETIREMENT	6,185	0	6,185	.00	.00	6,185.10	.0%
A66105 58030 FICA	4,153	0	4,153	504.05	.00	3,648.87	12.1%
A66105 58040 WORKERS COMP	1,995	0	1,995	2,041.48	.00	-46.48	102.3%
A66105 58060 HEALTH INS	18,275	0	18,275	2,811.64	.00	15,463.60	15.4%
A66105 58062 DENTAL INS	90	0	90	13.92	.00	76.32	15.4%
A66105 58065 VISION CARE BENEFI	20	0	20	3.00	.00	17.00	15.0%
TOTAL SEALER OF WEIGHTS & MEASURES	89,560	0	89,560	12,837.61	507.09	76,215.36	14.9%
TOTAL GENERAL FUND	89,560	0	89,560	12,837.61	507.09	76,215.36	14.9%
TOTAL EXPENSES	89,560	0	89,560	12,837.61	507.09	76,215.36	

Attachment: Weights and Measures February YTD report 2022 (10502 : Weights and Measures Monthly



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wfoley

Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	89,560	0	89,560	12,837.61	507.09	76,215.36	14.9%

** END OF REPORT - Generated by Wes Foley **

02/28/2022 15:01
wfoley

Cortland County
YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2020/ 2

To Yr/Per: 2020/ 2

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2022/ 2

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
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Org	A66105
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Object

Project

Rollup code

Account type

Account status

Weights and Measures
For February
Government Operations Committee

The month of February saw one new grocery store rebranding with all new scales installed. I tested all the scales over several days. I witnessed several issues with method of sales and taking proper tare. I provided some training for the new employees. We also had two gas stations replace dispensers and we had a few warm days to test those new units. As Stated last month I have started Price Verification audits. I have done several larger stores and the results have not been bad. Keeping up with all the price changes with all the inflation is a huge job. One of the large box hardware stores said they are getting 700 price changes a day.

As always give me a call if you have any questions.

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

County Clerk Monthly Report: January 2021, (Stats are for December 2021) (100%)

	<u>YTD 2019</u>	<u>YTD 2020</u>	<u>YTD 2021</u>
Clerk Fees	406,367.41	405,515.28	498,042.51
DMV Fees	485,089.49	344,261.87	373,685.58,
User Fee	268,507.70	250,864.85	278,358.66
Internet Fee	12,183.43	21,751.12	24,757.75
Local Mtg Tax	291,153.84	465,428.12	465,108.77
DWI Fines	9,292.18	5,053.76	9,550.24
Mtg Tax Exp	62,315.64	62,315.64	62,315.64
 TOTAL	 1,534,909.69	 1,555,190.64	 1,711,819.15
% OF Est Rev	99.31%	103.42%	116.12%
Est Rev	1,545,616.00	1,503,816.00	1,474,216.00
Actual Rev	1,545,616.00	1,555,190.64	1,711,819.15

All County Clerk annual reports have been submitted including annual report to Legislature

Coroner's report

2022 Roster

Attachment: County Clerk Monthly Report January 2022 (10457 : County Clerk Monthly Report)

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 12

ACCOUNTS FOR:
A GENERAL FUND

ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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A14105 COUNTY CLERK

A14105 43060 19LGG RECORDS MANAG	0	-28,572	-28,572	-28,572.00	.00	100.0%
A14105 51005 PERSONAL SERVICES	224,057	0	224,057	224,735.32	-678.54	100.3%
A14105 51035 OTHER COMPENSATION	0	0	0	502.53	-502.53	100.0%
A14105 54000 TELEPHONE	981	0	981	824.32	156.68	84.0%
A14105 54001 PRINTING/COPYING	1,000	0	1,000	900.00	100.00	90.0%
A14105 54005 Office Materials & Maintenance Agreem	5,200	-700	4,500	1,965.15	53.34	39.6%
A14105 54015 Postage	5,657	700	4,957	1,991.85	-70.12	102.6%
A14105 54020 ASSOC/MEMBERSHIP D	2,000	0	2,000	2,770.12	30.00	99.6%
A14105 54040 Travel & Sustenanc	7,275	0	7,275	951.00	549.00	63.4%
A14105 54045 PROFESSIONAL SERVI	1,500	0	1,500	2,974.25	717.06	85.7%
A14105 54055 19LGG PROFESSIONAL	5,000	0	5,000	29,548.56	.00	100.0%
A14105 54060 LEGAL NOTICES / AD	100	33,116	33,116	.00	100.00	100.0%
A14105 54065 EQUIP RENTAL/LEASE	49,200	0	49,200	6,013.28	-2,085.28	153.1%
A14105 54070 INSURANCE	3,928	0	3,928	2,051.76	.24	100.0%
A14105 54213 T/D COPIER	2,052	0	2,052	1,575.00	.00	100.0%
A14105 54444 FEES & PERMITS	1,575	0	1,575	.00	31,367.00	96.2%
A14105 58020 RETIREMENT	31,367	0	31,367	16,482.48	657.52	101.3%
A14105 58030 FICA	17,140	0	17,140	9,601.95	-125.95	100.6%
A14105 58040 WORKERS COMP	9,476	0	9,476	36,481.71	8.50	98.0%
A14105 58060 HEALTH INS	36,247	0	36,247	420.50	2.95	96.0%
A14105 58062 DENTAL INS	429	0	429	71.05	.00	91.9%
A14105 58065 VISION CARE BENEFIT	74	0	74	.00	.00	91.9%
TOTAL COUNTY CLERK	404,258	4,544	408,802	370,851.68	4,913.13	91.9%
TOTAL GENERAL FUND	404,258	4,544	408,802	370,851.68	4,913.13	91.9%
TOTAL REVENUES	0	-28,572	-28,572	-28,572.00	.00	
TOTAL EXPENSES	404,258	33,116	437,374	399,423.68	4,913.13	33,036.73

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	404,258	4,544	408,802	370,851.68	4,913.13	33,036.73	91.9%

** END OF REPORT - Generated by Elizabeth Larkin **

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FOR 2021 12

ACCOUNTS FOR: GENERAL FUND ORIGINAL APPROP TRANSFERS/ADJUSTMENTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

A14115 COUNTY CLERK - MOTOR VEHICLES

A14115 51005	PERSONAL SERVICES	300,412	0	300,412	302,131.95	.00	-1,720.23	100.6%
A14115 51035	OTHER COMPENSATION	0	0	0	147.08	.00	-147.08	100.0%
A14115 54000	CELL & LONG/DISTAN	2,140	0	2,140	2,139.59	86.94	-86.53	104.0%
A14115 54005	Office Materials &	1,300	-500	800	387.87	.00	412.13	48.5%
A14115 54020	POSTAGE	2,500	500	3,000	2,715.66	77.14	207.20	93.1%
A14115 54055	PROFESSIONAL SERVI	500	0	500	288.00	.00	212.00	57.6%
A14115 54060	LEGAL NOTICES / AD	100	0	100	.00	.00	100.00	.0%
A14115 54070	LIABILITY INSURANC	5,713	0	5,713	6,072.30	.00	-359.30	106.3%
A14115 54213	I/D COPIER	849	0	849	849.12	.00	-.12	100.0%
A14115 58020	RETIREMENT	42,058	0	42,058	.00	.00	42,058.00	.0%
A14115 58030	FICA	22,982	0	22,982	21,519.70	.00	1,462.30	93.6%
A14115 58040	WORKERS COMP	16,459	0	16,459	16,677.77	.00	-218.77	101.3%
A14115 58060	HEALTH INS	78,686	0	78,686	77,648.15	.00	1,038.29	98.7%
A14115 58062	DENTAL INS	654	0	654	564.34	.00	89.66	86.3%
A14115 58065	VISION CARE BENEFI	123	0	123	102.20	.00	20.80	83.1%
TOTAL COUNTY CLERK - MOTOR VEHICLES		474,476	0	474,476	431,243.73	164.08	43,068.35	90.9%
TOTAL GENERAL FUND		474,476	0	474,476	431,243.73	164.08	43,068.35	90.9%
TOTAL EXPENSES		474,476	0	474,476	431,243.73	164.08	43,068.35	

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	474,476	0	474,476	431,243.73	164.08	43,068.35	90.9%

** END OF REPORT - Generated by Elizabeth Larkin **

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Cortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 12

ACCOUNTS FOR:	PERSONNEL - CIVIL SERVICE	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14305 51005	PERSONAL SERVICES	280,155.07	.00	280,155.07	35,974.51	.00	244,180.56	12.8%
A14305 51010	PART-TIME PAY	12,357.57	.00	12,357.57	.00	.00	12,357.57	.0%
A14305 51020	OVERTIME PAY	2,000.00	.00	2,000.00	189.19	.00	1,810.81	9.5%
A14305 51035	OTHER COMPENSATION	8,437.94	.00	8,437.94	2,132.54	.00	6,305.40	25.3%
A14305 54000	TELEPHONE	1,056.00	.00	1,056.00	99.00	.00	957.00	9.4%
A14305 54001	PRINTING/COPYING	400.00	.00	400.00	.00	.00	400.00	.0%
A14305 54005	Office Materials & POSTAGE	2,200.00	.00	2,200.00	47.90	.00	1,152.10	47.6%
A14305 54020	EDUCATION & TRAINING	3,500.00	.00	3,500.00	323.79	.00	3,176.21	9.3%
A14305 54035	ASSOC/MEMBERSHIP D	500.00	.00	500.00	.00	.00	500.00	.0%
A14305 54040	PUBLICATIONS	800.00	.00	800.00	100.00	.00	700.00	12.5%
A14305 54041	Travel & Sustenanc	500.00	.00	500.00	.00	.00	500.00	.0%
A14305 54045	PROFESSIONAL SERVI	1,000.00	.00	1,000.00	.00	.00	1,000.00	.0%
A14305 54055	LEGAL NOTICES / AD	8,000.00	.00	8,000.00	411.00	.00	7,589.00	5.1%
A14305 54060	LEGAL FEES	4,000.00	.00	4,000.00	184.75	.00	2,315.25	42.1%
A14305 54063	INSURANCE	60,000.00	.00	60,000.00	.00	.00	60,000.00	.0%
A14305 54070	I/D COPIER	2,612.20	.00	2,612.20	.00	.00	2,612.20	.0%
A14305 54213	FEES & PERMITS	1,800.00	.00	1,800.00	139.82	.00	1,660.18	7.8%
A14305 54444	CONTRACTED MEDICAL	5,500.00	.00	5,500.00	.00	.00	5,500.00	.0%
A14305 58020	RETIREMENT	41,000.00	.00	41,000.00	5,475.00	.00	29,525.00	28.0%
A14305 58030	FICA	33,132.92	.00	33,132.92	.00	.00	33,132.92	.0%
A14305 58040	WORKERS COMP	23,175.73	.00	23,175.73	2,732.72	.00	20,443.01	11.8%
A14305 58060	HEALTH INS	12,965.00	.00	12,965.00	13,267.08	.00	-302.08	102.3%
A14305 58062	DENTAL INS	98,889.63	.00	98,889.63	9,687.12	.00	89,202.51	9.8%
A14305 58065	VISION CARE BENEFIT	451.20	.00	451.20	42.92	.00	408.28	9.5%
		98.00	.00	98.00	6.25	.00	91.75	6.4%
TOTAL PERSONNEL - CIVIL SERVICE		604,531.26	.00	604,531.26	70,813.59	8,500.00	525,217.67	13.1%
TOTAL EXPENSES		604,531.26	.00	604,531.26	70,813.59	8,500.00	525,217.67	

(Attorney General's Office: 66707) Budget Report

POSITION VACANCY REPORT

As of March 1, 2022

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
Aging Services Specialist Grade 15 \$21.6766-\$27.3006/hr	Aging	Removal	2/21/2022	2/15/2022	2/15/2022	2/15/2022	Posted		*
Food Service Helper Grade 2 \$13.8960-\$17.5013/hr	Aging	Temporary	3/2/2022	1/27/2022	1/27/2022	1/27/2022	3/2/2022	Mack Sams	*
Principal Account Clerk Grade 13 \$20.2732-\$25.5331/hr	Budget & Finance	Transfer	9/27/2021	9/13/2021	9/13/2021	9/15/2021	Posted/Exam		*
Custodian Grade 3 \$14.7244-\$18.5447/hr	Building & Grounds	Resignation	5/17/2021	7/15/2021	7/15/2021	7/15/2021	Posted		*
Executive Assistant to the Co Adm Grade 10 \$46,409-\$56,464/yr	County Administrator	New	8/27/2021	8/26/2021	Approved by resolution	8/26/2021	2/14/2022	Wendy Canfield	*
Keyboard Specialist Grade 5 \$15.8667-\$19.9833/hr	County Attorney	Resignation	4/30/2020	3/25/2020	3/25/2020	1/1/2022	Abolished		*
Secretary II Grade 2 \$19.4344-\$23.6449/hr	County Attorney	New	1/1/2022	1/27/2022	1/27/2022	1/27/2022	Posted		*
County Attorney Grade 1 \$87,064-\$105,927/yr	County Attorney	Resignation	1/8/2022	1/10/2022	1/10/2022	1/28/2022	Posted		*
Information Processing Clerk Grade 8 \$17.3185-\$21.8118/hr	District Attorney	Removal	12/2/2021	12/2/2021	12/2/2021	12/6/2021	Cert/Posted		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Removal from probation	11/3/2021	11/3/2021	11/5/2021	11/8/2021	Post/Cert/Exam File apps		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Removal of provisional	11/18/2021	11/18/2021	11/18/2021	11/19/2021	Post/Cert/Exam File apps		*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	Posted/Cert		*

Attachment: March 2022 (10469 : March Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of March 1, 2022

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
Social Welfare Examiner Trainee Grade 9 \$17.8541-\$22.4863/hr	DSS	Retirement	1/14/2022	10/21/2021	10/21/2021	10/22/2021	2/7/2022	Brianna Head	*
Social Welfare Examiner Trainee Grade 9 \$17.8541-\$22.4863/hr	DSS	Resignation	1/18/2022	1/19/2022	1/20/2022	1/20/2022	2/14/2022	Janet Twomey	*
Social Services Attorney Grade 4 \$71,623-\$87,139/yr	DSS	Resignation	1/21/2022	12/20/2021	12/21/2021	12/21/2021	2/28/2022	Maria Manning	*
Case Aide (PT up to 9 hrs/wk) Grade 7 \$16.8134-\$21.1756/hr	DSS	Resignation	1/21/2022	1/21/2022	1/27/2022	1/27/2022	Canvas/Posted		*
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Removal of Provisional	1/31/2022	1/31/2022	1/31/2022	1/31/2022	Cert/Posted		*
Senior Case Aide Grade 9 \$17.8541-\$224863/hr	DSS	Moving to SWET	2/7/2022	2/1/2022	2/3/2022	2/3/2022	Cert/Posted		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Resignation	2/9/2022	1/26/2022	1/28/2022	1/28/2022	Posted/Cert		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Resignation	2/11/2022	1/27/2022	1/28/2022	1/28/2022	Posted/Cert		*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	2/14/2022	2/11/2022	2/15/2022	2/15/2022	Posted		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Resignation	3/18/2022	2/18/2022	2/22/2022	2/22/2022	Posted/Exam File Apps		*
Safe Harbour Coordinator Grade 13 \$20.2732-\$25.5331/hr	DSS/CAC	New	1/1/2022	12/16/2021	Approved by resolution	12/16/2021	Posted		Grant Funded
Employment & Training Specialist Grade 12 \$19.6239-\$24.7153/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Dispatcher Grade 6 \$20.5973-\$30.6286/hr	ERAC	New-Temp	1/28/2022	1/27/2022	Approved by resolution	1/27/2022	Cert/Exam File Apps		*

Attachment: March 2022 (10469 : March Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of March 1, 2022

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
Public Health Educator Grade 16 \$22.4261-\$28.2445/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
Public Health Educator Grade 16 \$22.4261-\$28.2445/hr	Health	Resignation	8/6/2021	8/23/2021	8/23/2021	8/23/2021	Posted		*
Deputy County Super of Hwys Grade 4 \$71,623-\$87,139/yr	Highway	Resignation	5/27/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*
Assistant Hvy Equip Maint Mech Grade 17 \$22.3229-\$28.118/hr	Highway	Resignation	7/1/2021	7/6/2021	7/9/2021	7/9/2021	Abolished	2/3/2022	*
Highway Construction Mechanic Grade 16 \$21.5636-\$27.1556/hr	Highway	Voluntary Demotion	7/9/2021	10/25/2021	10/25/2021	10/26/2021	Posted		*
Motor Equipment Operator Grade 14 \$20.1507-\$25.3763/hr	Highway	Promotion	10/18/2021	10/13/2021	10/15/2021	10/15/2021	Posted		*
Heavy Equipmement Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	11/10/2021	11/17/2021	11/23/2021	11/24/2021	Posted		*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Promotion	11/26/2021	11/17/2021	11/23/2021	11/24/2021	Posted		*
Motor Equipment Operator Grade 14 \$20.1507-\$25.3763/hr	Highway	Promotion	2/4/2022	2/1/2022	2/1/2022	2/1/2022	Posted		*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	2/18/2022	1/24/2022	1/26/2022	1/26/2022	Posted		*
Heavy Equipment Maint Mech Grade 18 \$23.1209-\$29.1167/hr	Highway	New Position	2/25/2022	2/24/2022	Approved by resolution	2/24/2022	2/28/2022	Jeremy Hanford	*
Network Technician Grade 18 \$24.0458-\$30.2843/hr	IT	Resignation	10/1/2021	9/17/2021	9/17/2021	9/17/2021	1/27/2022	Eyuel Seyoum	*
Network Technician Grade 18 \$24.0458-\$30.2843/hr	IT	Resignation	1/15/2022	1/26/2022	1/26/2022	1/27/2022	2/24/2022	Jonathan Sanders	*

Attachment: March 2022 (10469 : March Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of March 1, 2022

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
Computer Support Specialist Grade 9 \$17.8541-\$22.4863/hr	IT	New	1/20/2022	1/20/2022	1/20/2022	1/20/2022	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **
Clinical Dir of MH Programs Grade 6 \$61,977-\$75,405/yr	Mental Health	Demotion	7/6/2021	7/7/2021	7/7/2021	7/7/2021	Posted		*
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Demotion	12/6/2021	1/26/2022	1/26/2022	1/27/2022	Posted		*
LCSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	New	1/4/2022	1/4/2022	1/4/2022	1/4/2022	1/24/2022	Jessie Harris	*
Deputy Director Comm MH Services Grade 4 \$71,623-\$87,139/Yr	Mental Health	New	1/4/2022	1/4/2022	1/4/2022	1/4/2022	1/24/2022	Patricia Schaap	*
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Promotion	1/24/2022	1/26/2022	1/26/2022	1/27/2022	Posted		*
Youth Services Director Grade 20 \$25.8275-\$32.5785/hr	Mental Health	Resignation	1/25/2022	1/31/2022	2/1/2022	2/1/2022	Posted		*
Principal Account Clerk Grade 13 \$20.2732-\$25.5331/hr	Mental Health	Temporary	2/22/2022	2/22/2022	2/22/2022	2/22/2022	Posted		*
Senior Account Clerk Grade 9 \$17.8541-\$22.4863/hr	Mental Health	Resignation	3/7/2022	2/17/2022	2/17/2022	2/17/2022	Posted/Cert		*
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Resignation	3/16/2022	2/16/2022	2/16/2022	2/17/2022	Posted		*
LCSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	Retirement	4/16/2022	2/16/2022	2/16/2022	2/17/2022	Posted		*
Driver, per diem (1) Grade 2 \$13.8960-\$17.5013/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*

Attachment: March 2022 (10469 : March Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of March 1, 2022

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
Personnel Assistant Grade 3 \$20.2116-\$24.5906/hr	Personnel	Temporary	2/7/2022	12/21/2021	12/21/2021	waiting for scores			*
Assistant Public Defender Grade 4 \$71,623-\$87,139/yr	Public Defender	Resignation	7/26/2021	7/16/2021	7/19/2021	7/19/2021	1/24/2022	Carolynn Hoffman	Grant Funded
Investigator (Public Defender) Grade 2 \$19.4344-\$23.6449/hr	Public Defender	Resignation	8/12/2021	8/16/2021	8/17/2021	8/18/2021	2/28/2022	Michael Bidwell	*
Case Manager for Indigent Defendants Grade 14 \$20.9567-\$26.3940/hr	Public Defender	Resignation	9/8/2021	10/29/2021	11/2/2021	11/5/2021	1/31/2022	Angela VanDeWeert	Grant Funded
Assistant Public Defender (P/T) Grade 4 \$35,811-\$43,569/yr (50%)	Public Defender	Resignation	12/20/2021	12/30/2021	1/4/2022	1/4/2022	Posted		*
PT Jail Cook (12 hrs) Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	4/1/2020	4/20/2020	4/20/2020	4/21/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Promotion	6/5/2020	6/5/2020	6/5/2020	6/15/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Exam file apps/Cert		*

Attachment: March 2022 (10469 : March Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of March 1, 2022

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 \$21.6310-\$35.7065/hr	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Exam file apps/Cert		*
Co Police Officer (Deputy Sheriff) CPO \$20.1069-\$32.1663/hr	Sheriff	Promotion	7/14/2021	6/21/2021	6/22/2021	6/29/2021	2/25/2022	Keith Wilson	*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Exam file apps/Cert		*
Keyboard Specialist Grade 1 \$16.0670-\$21.3545/hr	Sheriff	Resignation	9/17/2021	9/10/2021	9/15/2021	9/16/2021	Preferred list/ Canvass/Post		*
Senior Account Clerk Grade 3 \$17.2967-\$23.6713/hr	Sheriff	Resignation	10/11/2021	9/24/2021	9/27/2021	9/27/2021	Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Exam file apps/cert		*

Attachment: March 2022 (10469 : March Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

03/03/2022 15:45
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
glytdbud 1

FOR 2022 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A10405 CLERK OF THE LEGISLATIVE BOARD							
A10405 51005 PERSONAL SERVICES	103,131	0	103,131	13,902.41	.00	89,228.28	13.5%
A10405 54000 TELEPHONE	528	0	528	55.00	.00	473.00	10.4%
A10405 54001 COPYING/PRINTING	1,100	0	1,100	.00	.00	1,100.00	.0%
A10405 54005 Office Materials &	1,500	0	1,500	53.87	246.13	1,200.00	20.0%
A10405 54015 Maintenance Agreem	16,359	0	16,359	2,548.10	13,810.66	.00	100.0%
A10405 54020 POSTAGE	500	0	500	21.45	141.44	337.11	32.6%
A10405 54035 EDUCATION & TRAINI	200	222	422	.00	422.00	.00	100.0%
A10405 54040 ASSOC/MEMBERSHIP D	375	0	375	100.00	.00	275.00	26.7%
A10405 54041 PUBLICATIONS	234	0	234	234.00	.00	.00	100.0%
A10405 54045 Travel & Sustenanc	500	0	500	.00	282.00	218.00	56.4%
A10405 54055 PROFESSIONAL SERVI	500	-222	278	.00	.00	278.00	.0%
A10405 54070 LIABILITY INSURANC	450	0	450	.00	.00	450.12	.0%
A10405 54213 I/D COPIER	1,544	0	1,544	128.70	.00	1,415.70	8.3%
A10405 58020 RETIREMENT	11,749	0	11,749	.00	.00	11,748.80	.0%
A10405 58030 FICA	7,890	0	7,890	999.95	.00	6,889.55	12.7%
A10405 58040 WORKERS COMP	3,990	0	3,990	4,082.97	.00	-92.97	102.3%
A10405 58060 HEALTH INS	18,275	0	18,275	2,811.64	.00	15,463.60	15.4%
A10405 58062 DENTAL INS	180	0	180	27.84	.00	152.64	15.4%
A10405 58065 VISION CARE BENEFI	20	0	20	3.00	.00	16.60	15.3%
TOTAL CLERK OF THE LEGISLATIVE BOARD	169,025	0	169,025	24,968.93	14,902.23	129,153.43	23.6%
TOTAL GENERAL FUND	169,025	0	169,025	24,968.93	14,902.23	129,153.43	23.6%
TOTAL EXPENSES	169,025	0	169,025	24,968.93	14,902.23	129,153.43	

Attachment: Clerk of the Legislature Monthly Budget Report - March (10507 : Clerk of the Legislature

03/03/2022 15:46
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
glytdbud 1

FOR 2022 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A101042 COUNTY LEGISLATURE							
A101042 41289 1011 DEPARTMENTAL	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
TOTAL COUNTY LEGISLATURE	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
A10105 COUNTY LEGISLATURE							
A10105 51010 PART-TIME PAY	182,550	0	182,550	24,573.85	.00	157,976.15	13.5%
A10105 54000 TELEPHONE	264	0	264	22.00	.00	242.00	8.3%
A10105 54005 Office Materials &	1,500	0	1,500	250.95	249.05	1,000.00	33.3%
A10105 54040 ASSOC/MEMBERSHIP D	34,102	2,000	36,102	12,000.00	.00	24,102.00	33.2%
A10105 54045 Travel & Sustenanc	12,000	0	12,000	529.13	1,690.00	9,780.87	18.5%
A10105 54055 PROFESSIONAL SERVI	1,500	0	1,500	.00	.00	1,500.00	.0%
A10105 54055 1011 PROFESSIONAL S	10,000	0	10,000	.00	.00	10,000.00	.0%
A10105 54060 LEGAL NOTICES / AD	1,500	0	1,500	134.72	432.20	933.08	37.8%
A10105 54070 INSURANCE	5,002	0	5,002	.00	.00	5,001.63	.0%
A10105 54400 Food Materials & S	700	0	700	115.13	.00	584.87	16.4%
A10105 58020 RETIREMENT	461	0	461	.00	.00	460.79	.0%
A10105 58030 FICA	13,965	0	13,965	1,878.46	.00	12,086.70	13.5%
A10105 58040 WORKERS COMP	16,915	0	16,915	17,309.11	.00	-394.11	102.3%
A10105 58062 DENTAL INS	90	0	90	13.92	.00	76.32	15.4%
A10105 58065 VISION CARE BENEFI	20	0	20	3.00	.00	16.60	15.3%
TOTAL COUNTY LEGISLATURE	280,568	2,000	282,568	56,830.27	2,371.25	223,366.90	21.0%
TOTAL GENERAL FUND	270,568	2,000	272,568	56,830.27	2,371.25	213,366.90	21.7%
TOTAL REVENUES	-10,000	0	-10,000	.00	.00	-10,000.00	
TOTAL EXPENSES	280,568	2,000	282,568	56,830.27	2,371.25	223,366.90	

Attachment: Legislature Monthly Budget Report - March (10514 : Legislature Monthly Budget Report)



OFFICE OF THE COUNTY ADMINISTRATOR

CORTLAND COUNTY
60 CENTRAL AVENUE, SUITE 316
CORTLAND, NEW YORK 13045
607-753-5083 (phone)
607-756-3489 (fax)

Robert J. Corpora
County Administrator
rcorpora@cortland-co.org

Wendy M. Canfield
Executive Assistant
wcanfield@cortland-co.org

March 9, 2022

2022 Compensation Plan

Dear Legislators:

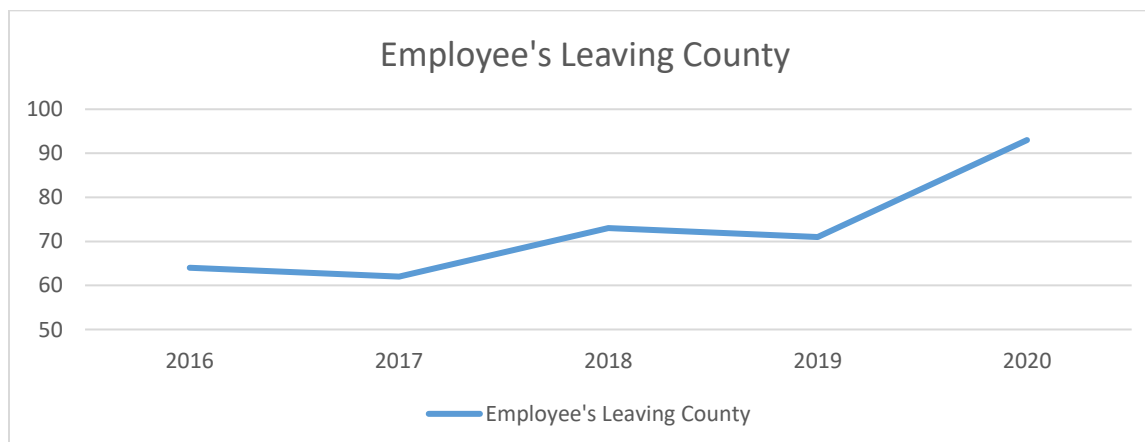
The past few years has seen a drastic change for everyone partially because of the fact that we are going through the first pandemic in over 100 years. This has brought about many changes for most people, the least of all is how they see their own mortality. Many are retiring earlier than anticipated causing a large void of experienced workers in many fields. Others are staying home with their children due to the chaotic public school schedules. Employers and employees alike have found that a dedicated office is no longer required for many jobs due to the nature of some jobs.

Over the past decade it appears that Cortland County employee's pay has not kept up with the market and we started losing employees to other Counties and the private sector at an increasing rate. There have been more requests to hire over base than ever before.

The last salary analysis or MSD study was done in 2005 (Municipal Services Division - the department of State Civil Service who helped us do the job classification study – they do not do this anymore).

Starting in 2021, we have been experiencing what has been termed “the Great Resignation” nationwide. Cortland County has not escaped this.

In 2021, 89 people left County employment through resignation or retirement. This is trending higher than previous years. Although we do not have the reason that each one of these 89 left, the data we do have for those who have left shows they left for higher paying jobs or burnout due stress of job (left for less stressful position). Past years numbers are as follows:



Employee's that have left County employment due to resignation or Retirement

When department heads attempt to schedule interviews, candidates sometimes do not call back or respond that they are not interested in interviewing once they hear of the salary for the position. As the Burke Group noted, most of our positions pay 10-20% below market value. According to the Society for Human Resource Management, “more than two-thirds (68%) of organizations said they have increased starting salaries beyond normal increases.”

Cortland County’s benefits are at or above market. However, job seekers are not interested in benefits today; they are interested in salaries and options for work arrangement that promote more of a work-life balance. They are interested in the now, not the later.

Since at least 2018 we have had many top level management positions go vacant, most due to well-deserved retirement. We had very few applications for these positions. Most were filled by internal candidates and none at the base rate.

Number of times Cortland County has hired Management level positions above Step 1:

23 times out of 51 hires from 2018-2022 (45% of hires above Step 1)

	External Applicant	Internal Applicant
2018:	1	3
2019:	2	0
2020:	4	5
2021:	2	3
2022:	3	0

The County’s low starting rate for many positions is further adversely impacted by inflation which reached over 7% and fuel prices are increasing. This not only affects the fuel you put in your car but also what fuel you use to heat your home and/or business.

What are we doing about this?

In July the Legislature approved the Burke Group to conduct an analysis of the salaries of the County’s Department Heads, Management Employees and Management/Confidential Employees (resolution 188-21 7/22/2021) and in October for the same analysis for the CSEA Employees (resolution 279-21 10/26/2021). Understandably, there were Legislators who were worried the County would pay for another “study” only to shelve it with no action. Consequently, there were Legislators who stated that if the County did this analysis, then the County needed to act on the findings.

In September a resolution was passed to reallocate 17 titles in the Highway Department to help with a drastic hiring issue we had, mainly with CDL drivers. Many comments were brought up regarding this approach from not wanting to piecemeal this one department at a time to wanting to have a more uniform approach. Right or wrong it did fix this problem with the Highway department and the findings of the Burke Group substantiated it.

A resolution was also passed providing for an across the board pay increase (NOT including Highway positions that were increase in September) for the CSEA (4%) and Management/Management Comp (2%). Again there were many comments on this approach also.

Several Legislators want us to find efficiencies. The County's employee count is lower than it has been in many years. Much of this due to dedicated professional Department Heads knowing what is at stake and trying to work to improve efficiencies for the County. Also, staffing units at lower or at base levels does have a negative side. When people are out sick or on vacation it is someone usually getting paid overtime to fill the gap or in some cases there are jobs that do not get done due to not having extra time to do two jobs. Once you calculate the time of that every employee works for and deserves a small department of 8 people fully staffed is more like a department of 7.

The Burke Group presented their findings at a Special Legislative meeting on February 17, 2022 at 6pm. They also provided some options to aid us in being better suited to retain and recruit employees. These findings include the increases from the above resolutions. The overall findings were:

- Midpoint salaries for Management is about 10% below market.
- Midpoint for CSEA is in most cases within a couple of percent of market.
- Starting rate for CSEA is between 20 and 40% below market.
- Benefits are better in most cases
- Unlike decades past, people are more concerned in how much they can get today and will worry about benefits such as retirement later.

With this information the Personnel Officer, Laurie Leonard and myself have spent a great deal of time to formulate a plan to provide the services that we need to provide at as economical a cost as possible.

We are leveraging as much additional revenue streams as possible to help mitigate the continuing cost. If this plan is approved and implemented approximately June 30th, 2022 there are ample funds in the current budget to accommodate the plan. Some of the savings cannot easily be put into dollars and cents such as outlined in the Intangible costs below but are real. The savings in the Health insurance will occur over the years and is a real long term savings.

Actual costs include (remainder of 2022 is based on starting approximately 6/30/2022):

Management: remainder of 2022 is \$130,286 Full year is \$260,671

Management Confidential: Remainder of 2022 is \$41,067 Full year is \$82,133

CSEA: Remainder of 2022 is \$115,788 Full year is \$231,576

Intangible costs include:

Advertising for a position: Average cost per ad is about \$68.00 in local newspaper. Many other methods are used and although some may be without upfront costs, there are still personnel costs.

Interviewing: Between reviewing resumes/applications, scheduling interviews with the candidate and others that are needed to be in on the interview, actually interviewing the applicant(s) and then choosing the correct candidate. All this takes time and while performing these functions people are unproductive at their day to day duties.

Pre-employment requirements: Finger printing and background checks at minimum are required for every new employee. The minimum cost for this is \$130.

Training: On the job training reduces a current employees efficiency by about 50% while training a new employee and depending on the position can take 30 days or more. There are many positions that require specialized training that is conducted elsewhere require travel, mileage, lodging, meals and of course no productivity at the job they are hired for until after training is completed. Some of these positions include Caseworkers, Sheriff Road Patrol, Probation Officers, etc.

Cost Savings:

Reimbursement: ILS, 5311, other current grants will be used to offset increased salary costs as much as possible. Regular funding streams will also be utilized.

Change to Management Comp Plan: Changing new hires as of 1/1/2023 to use the PPO Plan for health insurance the same as other bargaining units will save the County money. Savings on each new hire annually would be \$1827.60 (family) and \$751.44 (individual).

We have been and will always seek whatever possibilities are available to save the County and it's constituents money while providing the services we are expected to provide every day.

Recommendations:

1. A change in the Management Compensation Plan structure and grade levels with ability to place new hires appropriately within the grade range
2. Reallocation of 32 CSEA titles within the current salary grade structure (approximately 95 positions)

Management Compensation Plan:

The Cortland County Management Compensation Plan currently has six steps, four percent increase between each step. Employees move steps every two years. No step movement after ten years. As the Burke Group proposed, we are recommending a four step salary system for management.

Advantages of a Four Step Salary System: Recruit and Retain

1. More flexibility to hire at appropriate salary level
2. Employee is compensated at comparable market rate within 4 years of employment – less likely to seek higher salary elsewhere
3. A higher salary is given at the beginning of employment to attract candidates; last step movement given after ten years to retain employees.

CSEA:

The CSEA contract currently has seven steps across each salary grade level, four percent increase between each step. There is no proposal to change the salary ranges at this time. However, we feel that reallocations such as the Burke Group recommended are warranted.

Advantages of CSEA Reallocations: Recruit and Retain

1. Allows department head to recruit at a more competitive starting wage for hard to fill positions
2. Retention of positions that have a high turnover rate
3. Aligns positions appropriately within the salary grade plan

Sincerely,

Robert Corpora
County Administrator

Laurie Leonard
Personnel Officer

2022 Compensation Plan

3/1/2022

<u>Costs:</u>	Full Year	Remainder 2022 one half year
Management	\$ 260,671.57	\$ 130,335.78
Management Confidential	\$ 82,133.42	\$ 41,066.71
CSEA	\$ 231,576.00	\$ 115,788.00
Total:	<u>\$ 574,380.99</u>	<u>\$ 287,190.49</u>
<u>Reimbursements:</u>		
ILS Grant, 5311, other	\$ 76,888.61	\$ 38,444.30
Contingency Account	\$ 227,061.00	\$ 227,061.00
PPO Plan after January 2023		
Total:	<u>\$ 303,949.61</u>	<u>\$ 265,505.30</u>
Total County Cost:	<u>\$ (270,431.38)</u>	<u>\$ (21,685.19)</u>

Attachment: 2022_CompensationPlan_v3 (10500 : Proposed 2022 Compensation Plan)

Proposals Resulting from Burke Group Salary Analysis

1. Amend Management Compensation Plan:
 - Change position groupings per grade for management and management confidential positions
 - Adjust salary grade ranges
 - Change language to reflect new salary structure
 - Add language regarding health insurance changes
 - Add language allowing for payment of vacation time
2. Adopt a local law to increase the salary of elected and appointed officials in accordance with changes to the salary plan

3. Abolish/Create:

Mental Health

Licensed Master Social Worker/Licensed Clinician (reallocate to Grade 26 – CSEA)

Licensed Clinical Social Worker/Senior Licensed Clinician (reallocate to Grade 28 – CSEA)

Office Manager/Executive Administrative Officer (Management)

Two Senior Account Clerks/Two Principal Account Clerks (CSEA)

Two Medical Services Clerks/Two Senior Medical Services Clerks (CSEA)

Youth Project Director/SPOA Coordinator (reallocate to Grade 21 – CSEA)

Create one Senior Account Clerk (CSEA)

Grant Administration

Grant Administrator/Workforce Investment Director (Management – title change only)

Planning

Secretary 1/Fiscal Officer (CSEA)

Elections

Senior Election Clerks/Deputy Election Commissioners (Management)

4. Reallocate CSEA positions: in accordance with the attached chart

Management Salary Table

Proposed: 3/10/2022

Grade	Step 1 (0-2)		Step 2 (3-4)		Step 3 (5-10)		Step 4 (11+)	
	1		2		3		4	
1	\$	103,719	\$	114,091	\$	125,500	\$	138,050
2	\$	96,483	\$	106,131	\$	116,745	\$	128,419
3	\$	89,752	\$	98,727	\$	108,600	\$	119,460
4	\$	83,490	\$	91,839	\$	101,023	\$	111,125
5	\$	77,665	\$	85,432	\$	93,975	\$	103,372
6	\$	72,247	\$	79,471	\$	87,418	\$	96,160
7	\$	67,206	\$	73,927	\$	81,319	\$	89,451
8	\$	62,517	\$	68,769	\$	75,646	\$	83,211
9	\$	58,156	\$	63,971	\$	70,368	\$	77,405
10	\$	54,098	\$	59,508	\$	65,459	\$	72,005
11	\$	50,324	\$	55,356	\$	60,892	\$	66,981
12	\$	46,813	\$	51,494	\$	56,644	\$	62,308

Management Confidential Table

Hourly

Grade	Step			
	1	2	3	4
1H	\$16.0000	\$17.6000	\$19.3600	\$21.2960
2H	\$17.2000	\$18.9200	\$20.8120	\$22.8932
3H	\$18.4900	\$20.3390	\$22.3729	\$24.6102
4H	\$19.8768	\$21.8644	\$24.0509	\$26.4560
5H	\$21.3675	\$23.5043	\$25.8547	\$28.4402
6H	\$22.9701	\$25.2671	\$27.7938	\$30.5732
7H	\$24.6928	\$27.1621	\$29.8783	\$32.8661

Salary (based on 35 hour week)

Grade	Step			
	1	2	3	4
1H	\$29,120	\$32,032	\$35,235	\$38,759
2H	\$31,304	\$34,434	\$37,878	\$41,666
3H	\$33,652	\$37,017	\$40,719	\$44,791
4H	\$36,176	\$39,793	\$43,773	\$48,150
5H	\$38,889	\$42,778	\$47,056	\$51,761
6H	\$41,806	\$45,986	\$50,585	\$55,643
7H	\$44,941	\$49,435	\$54,379	\$59,816

Management Positions by Grade with 2022 Salaries

(Proposed plan added two grades at the top level and removed the bottom grade)

Current

New grade

New grade

Grade 1: 88,977-108,254

Public Defender
County Attorney
Commissioner of Social Services
Director of Information Technology
Director of Community Mental Health
Superintendent of Highways
Director of Finance
Public Health Director

Grade 2: 82,768-100,701

Sheriff
Undersheriff

Grade 3: 76,995-93,675

Personnel Officer
Chief Asst. County Attorney
Chief Asst. Public Defender
Chief Asst. District Attorney
Chief Social Services Attorney

Proposed

Grade 1: 103,719-138,050

County Attorney

Grade 2: 96,483-128,419

None

Grade 3: 89,752-119,460

Commissioner of DSS
Director of Community Mental Health Services
Director of Finance
Personnel Officer
Public Defender
Public Health Director
Sheriff
Director of Information Technology

Grade 4: 83,490-111,125

Undersheriff
Superintendent of Highway
Chief Social Services Attorney
Chief Assistant District Attorney
Chief Assistant Public Defender
Chief Assistant County Attorney
Deputy County Administrator

Grade 5: 77,665-103,372

Chief Assistant District Attorney
Chief Assistant Public Defender
Chief Assistant County Attorney
Chief DSS Attorney
Deputy Commissioner of DSS
Deputy Director of Information Technology
Director of Planning

Grade 4: 71,623-87,139

Deputy Highway Superintendent
 Deputy Public Health Director
 Director of Planning
 Probation Director
 County Clerk
 Asst. District Attorney
 Asst. Public Defender
 Asst. County Attorney
 Social Services Attorney
 Asst. Director of Finance
 Dir of Emergency Response & Comm.
 Manager of Audit & Financial Projects
 Deputy Director of Info Technology
 Plan Administrator
 Director, Area Agency on Aging

Grade 5: 66,626-81,060

Director of Real Property
 Grant Administrator
 Director of Environmental Health
 Highway Engineer & Maint. Supervisor
 Director of Community Health Services
 Deputy Commissioner of DSS

Grade 6: 61,977-75,405

Director of Administrative Services
 Clinical Director of Mental Health
 Deputy Personnel Officer
 Supervisor, Solid Waste Management
 Epidemiology Manager

Grade 6: 72,247-96,160

Assistant County Attorney
 Assistant District Attorney
 Assistant Public Defender
 Assistant Director of Finance
 Clinical Director of Mental Health
 Social Services Attorney
 Deputy Director of Community Mental Health
 Services
 Manager of Audit and Financial Projects

Grade 7: 67,206-89,451

Plan Administrator
 County Clerk
 Deputy Superintendent of Highways
 Deputy Public Health Director
 Director of Administrative Services/DSS
 Director of Community Health Services
 Director of Emergency Response and
 Communication
 Director of Environmental Health
 Director of Program Development /DSS
 Director of Real Property Tax Services
 Deputy Personnel Officer
 Director of Area Agency on Aging
 Probation Director

Grade 8: 62,517-83,211

Grant Administrator (Workforce Investment
 Director)
 Highway Engineering and Maintenance Supervisor
 Superintendent of Buildings and Grounds
 Epidemiology Manager
 Clerk of the Legislature

Grade 7: 57,653-70,144

Superintendent of Buildings & Grounds
 Clerk of the Legislature
 Asst. Director of Area Agency on Aging
 Director of Program Development/DSS

Grade 8: 53,630-65,251

Public Health Program Manager
 Asst. Director of Administrative Services
 Recycling Coordinator
 Asst. Dir. Emergency Response & Comm

Grade 9: 49,890-60,698

Employment and Training Director
 Family Support Services Director
 Child Advocacy Center Coordinator
 Fiscal Manager

Grade 10: 46,409-56,464

Director of Veterans Services Agency
 Director of Weights and Measures
 Nutrition Program Manager
 Executive Asst. to the County Admin.
 Executive Administrative Officer

Grade 11: 43,171-52,523 (removed)

Deputy County Clerk
 Motor Vehicle Director
 Safety Officer
 Coroner
 County Treasurer
 Mobility Manager
 Deputy Clerk of the Legislature

Grade 9: 58,156-77,405

Assistant Director of Emergency Response &
 Communication
 Supervisor, Solid Waste Management
 Family Support Services Director
 Employment and Training Director

Grade 10: 54,098-72,005

Assistant Director of Area Agency on Aging
 Child Advocacy Center Coordinator
 Deputy County Clerk
 Director of Weights and Measures
 Public Health Programs Manager
 Asst. Director of Administrative Services

Grade 11: 50,324-66,981

Director of Veterans Services
 Executive Administrative Officer
 Fiscal Manager
 Mobility Manager
 Executive Asst. to the County Admin.

Grade 12: 46,813-62,308

County Treasurer
 Deputy Clerk of County Legislature
 Motor Vehicle Director
 Nutrition Program Manager
 Recycling Coordinator
 Coroner
 Deputy Election Commissioner
 Safety Officer

The following positions are off scale:

County Administrator
 Mental Health Practitioner
 Medical Advisor
 Medical Director/Psychiatrist

Management Confidential Positions by Grade

Proposed

Grade 1H: 16.00-21.30/hr

Election Clerks

Grade 2H: 17.20-22.89/hr

Senior Election Clerks

Grade 3H: 18.49-24.61/hr

Personnel Assistant
Secretary to the Plan Administrator

Grade 4H: 19.87-26.45/hr

Data Officer
Personnel Technician Trainee

Grade 5H: 21.36-28.43/hr

Payroll Coordinator
Personnel Technician
Secretary II
Secretary to the Commissioner of Social Services
Secretary to the County Attorney
Secretary to the District Attorney
Secretary to the Sheriff

Grade 6H: 22.96-30.56/hr

Legal Associate
Paralegal

Grade 7H: 24.68-32.85 /hr

Investigator (PT)

Current

Grade 1: 18.6869-22.7354/hr

Election Clerks
Secretary to Plan Administrator

Grade 2: 19.4344-23.6449/hr

Investigator
Secretary II
Secretary to the Commissioner of DSS
Secretary to County Attorney

Grade 3: 20.2116-24.5906/hr

Sr. Election Clerks
Secretary to Sheriff
Secretary to DA
Personnel Assistant

Grade 4: 21.0202-25.5743/hr

Paralegal
Personnel Technician Trainee
Data Officer

Grade 5: 22.7399-27.6668

Personnel Technician
Payroll Coordinator
Legal Associate

N/A

N/A

CSEA Proposed Reallocations

<u>Position Title</u>	<u>Current Salary Grade</u>	<u>Proposed Salary Grade</u>
Cleaner	2	3
Driver	2	4
Food Service Helper	2	3
Laborer	2	3
Recycling Product Sorter	2	3
Watchperson	2	3
Senior Cleaner	4	7
Motor Vehicle Clerk	8	9
E&T Program Assistant	8	9
Building Maintenance Mechanic	9	10
Real Property Assistant	9	10
Secretary I	9	10
Senior Account Clerk	9	10
Delinquent Tax Receiver	10	11
Senior Motor Vehicle Clerk	10	11
Tax Map Technician	10	12
Probation Assistant	11	12
E&T Specialist	12	13
Principal Medical Services Clerk	12	13
Paralegal	14	15
Planner	16	17
Caseworker	17	18
Probation Officer	17	18
Social Welfare Manager	17	18
Building Maintenance Foreperson	18	19
Senior Caseworker	19	20
Senior Probation Officer	19	20
Youth Services Director (SPOA Coord)	20	21
Case Supervisor Grade B	21	22
Probation Supervisor	21	22
LMSW (Licensed Clinician	24	26
LCSW (Sr. Licensed Clinician)	26	28

These changes incorporate 2 of the 3 suggestion made by the Burke Group on page 27. Elimination of Grade 2 and reallocating positions that are considerably below market. The other option was across the board increases which we do not feel is appropriate at this time.