



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, May 16, 2023

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 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	Excused	
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	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Gerald Raymond	Cortland County, NY	Chief Assistant County Attorney	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Michelle Brown	Cortland County, NY	Deputy Election Commissioner	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Trisha Hiemstra	Cortland County, NY	Planning Director	Present	
Donald Chu		Resident	Remote	

Eddie Velazquez	Cortland Voice	Reporter	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Apr 18, 2023 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Stock, Wilson, Eccleston
EXCUSED:	Paul Heider

RESOLUTIONS

AGENDA ITEM NO. 1 – Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2025 (Senate Bill No. 6274, Assembly Bill No. 6590)

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/16/2023 10:00 AM
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Stock, Wilson, Eccleston
EXCUSED:	Paul Heider

ON MOTION OF STOCK

RESOLUTION NO.

Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2025 (Senate Bill No. 6274, Assembly Bill No. 6590)

WHEREAS, the Cortland County Legislature approved Resolution No. 76-23, “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County”, AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2023), AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services, NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests State approval of Senate Bill No. 6274 and Assembly Bill No. 6590, and urges its elected representatives in the Senate and Assembly to support this legislation, AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature prepare the documentation necessary for the New York State Legislature to enact said Legislation, AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature and Clerk of the Legislature be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

MONTHLY REPORTS

1. County Clerk Monthly Report

RESULT: COMPLETED

2. Weights and Measures Monthly Report

RESULT: COMPLETED

3. County Attorney Office Monthly Report

RESULT: COMPLETED

4. Elections Monthly Report

RESULT: COMPLETED

5. Monthly FOIL Report - Clerk of the Legislature

RESULT: COMPLETED

6. May Vacancy Report

RESULT: COMPLETED

DISCUSSION ITEMS

1. County Compliance Officer

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 9:59 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

1

Tuesday, April 18, 2023

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Excused	
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	Excused	
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	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Michelle Brown	Cortland County, NY	Deputy Election Commission	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
C. Withers			Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Scott Roman	Cortland County,	Director of Emergency Response	Late	9:53

Minutes Acceptance: Minutes of Apr 18, 2023 9:00 AM (MINUTES)

	NY	and Communications		AM
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MINUTES

1. Government Operations Committee - Committee Meeting - Mar 14, 2023 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Wagner, Fairchild-Preston, Stock, Wilson, Eccleston
EXCUSED:	Sandra Price, Paul Heider

RESOLUTIONS

AGENDA ITEM NO. 1 – Mortgage Tax Disbursement October 1, 2022 - March 31, 2023 - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/27/2023 6:00 PM
MOVER:	George Wagner, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Wagner, Fairchild-Preston, Stock, Wilson, Eccleston
EXCUSED:	Sandra Price, Paul Heider

ON MOTION OF STOCK

RESOLUTION NO.

Mortgage Tax Disbursement October 1, 2022 - March 31, 2023 - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for October 1, 2022 - March 31, 2023, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage tax between the towns and villages, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature authorize the County Treasurer to make payments to each of the tax districts within the County of Cortland as shown below, either by check or by electronic bank deposit based on the request of the receiving municipality.

Cortland, City of	\$83,928.90
Cincinnatus, Town of	\$2,154.86
Cortlandville, Town of	\$74,844.00
McGraw, Village of	\$1,783.10
Homer, Village of	\$230.58
Cuyler, Town of	\$2,238.97
Freetown, Town of	\$3,668.15

Harford, Town of	\$4,955.70
Homer, Town of	\$28,887.78
Homer Village of	\$21,828.13
Lapeer, Town of	\$11,590.87
Marathon, Town of	\$6,069.60
Marathon, Village of	\$2,301.11
Preble, Town of	\$5,770.26
Scott, Town of	\$7,263.22
Solon, Town of	\$3,210.55
Taylor, Town of	\$783.03
Truxton, Town of	\$1,668.60
Virgil, Town of	\$14,980.99
<u>Willet, Town of</u>	<u>\$5,208.99</u>
TOTAL	\$283,367.39

AGENDA ITEM NO. 2 – A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Mortgage Recording Tax in Cortland County - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/27/2023 6:00 PM
MOVER:	George Wagner, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Wagner, Fairchild-Preston, Stock, Wilson, Eccleston
EXCUSED:	Sandra Price, Paul Heider

ON MOTION OF STOCK

RESOLUTION NO.

A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Mortgage Recording Tax in Cortland County - County Clerk

WHEREAS, the Cortland County Legislature approved Resolution No. 388-19, “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County”, AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2022), AND

WHEREAS, the New York State Legislature revised New York State Tax Law Section 253-v and extended the effective repeal date to December 1, 2023, AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County that receives this revenue if this source of revenue were to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services, NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests that the necessary information and forms be forwarded to the County Legislature in order that an appropriate Home Rule Request can be acted upon by this body, AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb and New York State Assemblymember Anna Kelles in order to request the introduction of Home Rule Legislation regarding this matter.

AGENDA ITEM NO. 3 – Amend 2023 Cortland County Legislative Calendar - Legislature

RESULT: **APPROVED [4 TO 1]**

Next: 4/27/2023 6:00 PM

MOVER: Kelly L. Fairchild-Preston, Committee Vice Chair

SECONDER: Mitchel Eccleston, Committee Member

AYES: George Wagner, Kelly L. Fairchild-Preston, Richard Stock, Mitchel Eccleston

NAYS: Susan Wilson

EXCUSED: Sandra Price, Paul Heider

ON MOTION OF STOCK

RESOLUTION NO.

Amend 2023 Cortland County Legislative Calendar - Legislature

WHEREAS, Article VIII, Number 1 of the Cortland County Legislature Rules of Order state, "The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting.....", AND

WHEREAS, it is to the benefit of the Legislature to recess during the month of July 2023 and cancel all standing committee meetings and legislative session, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends the legislative calendar and cancels all legislative meetings for the month of July 2023.

Minutes Acceptance: Minutes of Apr 18, 2023 9:00 AM (MINUTES)

MONTHLY REPORTS

1. April 2023 Vacancy Report

RESULT:	COMPLETED
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2. County Clerk Monthly Report through March

RESULT:	COMPLETED
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3. Weights and Measures Monthly Report

RESULT:	COMPLETED
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4. County Attorney Office Monthly Report

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

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. July Legislative Recess

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:58 AM

County Clerk Monthly 33.34%

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Clerk Fees	166,585.76	165,321.98	132,108.78
DMV Fees	137,511.08	109,347.30	120,466.03
User Fee	82,488.30	70,409.07	80,676.53
Internet Fee	3,093.20	2793.27	2760.26
Local Mtg Tax	138,954.42	157,160.54	95,672.84
DWI Fines	3,005.00	1,937.74	2,695.00
Mtg Tax Exp	20,772.00	20,772.00	20,772.00
TOTAL	552,409.76	527,741.90,	455,151.44
% OF Est Rev	37.48%	35.48%	29.67%
Est Rev	1,474,216.00	1,487,516.00	1,534,316.00
Actual Rev	1,705,470.28	1,615,993.68	TBD

Worked on plans to move County Celrk's Office to basement floor

Continued to scan and purge records

:

Weights and Measures
For April 2023
Government Operations Committee

With spring comes the opening of gravel and asphalt operations. Total large vehicle scales for the month was 11 and also 1 hopper weigh system at a new concrete operation. Also took gas samples for the New York State petroleum Quality Program. I had one gas sample fail which is the first time in 10 years. I completed gas station testing on 35 petroleum meters. Scale testing included 1 platform scale and 57 computing scales and 4 timing devices. A customer complaint at an air pump at a service station might result in a state involved investigation. The concern is that credit card transaction might charge different from cash price and that is not spelled out on the labeling of the pump. More information needs to be gathered on this topic.

Last month the topic of cannabis regulation was discussed. I talked about my concerns at the regional meeting and many others shared the same concerns including the State Weights and Measures officials. I received a call from Albany Weights and Measures and was told the Cannabis Commission and the Weights and Measures lawyers have started conversation. This is a start in the right direction.

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



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

Gerald D. Raymond
Chief Assistant County Attorney

Jeri A. DuVall
Assistant County Attorney

Nicole M. Compton
Secretary

MONTHLY REPORT – Dated May 5, 2023

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2023	2022	2021	2020	2019
\$0.00	\$151,289.00	\$0.00	\$0.00	\$4,348.13

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2023	2022	2021	2020	2019
\$0.00	\$13,280.98	\$20,622.62	\$22,219.98	\$122,477.76

FINES COLLECTED:

YTD 2023	2022	2021	2020	2019
\$400.00	\$400.00	(data unknown)	(data unknown)	(data unknown)

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
26	108	371	307	359	360

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
9	35	92	126	144	143

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 2023	2022	2021	2020	2019
JD	4	12	17	21	22
JD - RTA*	3	4	3	8	13
PINS	6	9	4	4	15
Probation Violations - Support	4	10	3	5	6

* 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 2023	2022	2021	2020	2019
Property Crimes	4	11	9	24	19
Crimes Against Persons	1	2	7	4	6
Sex Offenses	2	1	6	1	10
Other (e.g., Violation of Probation)	0	3	0	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 2023	2022	2021	2020	2019
6	16	49	21	65	87



Cortland County Board of Elections

112 River Street, Suite 1

Cortland, NY 13045-2828

Tel: 607-753-5032 Fax: 607-597-2590

www.Cortland-Co.org

Thomas H. Brown
Democratic Commissioner
607-753-5033

Michelle S. Brown
Republican Deputy Commissioner
607-753-5125

MONTHLY REPORT – April 2023

Voter Registrations/Records:

New	Address	Party	Name	Other	Duplicates	Incomplete	DOH	OCA	TOTAL
71	83	25	19	146	62	94	18	1	519

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
112	156	0	59	48	94	469

FOIL Requests:

Received	In process	Completed
17	0	17

- Designating Petition filing period was April 3rd – April 10th and we received 73 Petitions
- Annual Mailcheck postcard was mailed to 27, 315 voters in the County
- State requirements of CAPAS, EV Plans, and Poll Site uploads have been submitted for 2023
- Voting Machine Techs did pre-qualification testing on all 33 voting machines
- School Board contracts have been completed for the next 3 years. Ballots/programming has been done for 4 school districts(Cortland, Homer, Marathon & Cincinnatus)
- Inspector letters have been sent to 155 inspectors for the 2023 election
- Received a pre-paid postage grant for \$5,917.74 which will pay for postage for absentee ballots and also for purchasing 2 mail carts, a cabinet for the ballots, and an electric letter opener

Requests by Month

Run Date: 05/15/2023 9:49 AM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
4/3/2023	Sheriff Department Request	No		S000253-040323
4/3/2023	County FOIL Request	Yes	4/28/2023	R000155-040323
4/3/2023	County FOIL Request	Yes	4/17/2023	R000156-040323
4/3/2023	Sheriff Department Request	Yes	4/6/2023	S000254-040323
4/3/2023	Sheriff Department Request	Yes	4/6/2023	S000255-040323
4/3/2023	Sheriff Department Request	Yes	4/6/2023	S000256-040323
4/3/2023	Sheriff Department Request	Yes	4/6/2023	S000257-040323
4/6/2023	Sheriff Department Request	Yes	4/9/2023	S000258-040623
4/6/2023	Sheriff Department Request	Yes	4/9/2023	S000259-040623
4/6/2023	Sheriff Department Request	Yes	4/9/2023	S000260-040623
4/7/2023	Sheriff Department Request	Yes	4/9/2023	S000261-040723
4/7/2023	Sheriff Department Request	Yes	4/9/2023	S000262-040723
4/7/2023	Sheriff Department Request	Yes	4/9/2023	S000263-040723
4/7/2023	County FOIL Request	Yes	5/5/2023	R000157-040723
4/7/2023	Sheriff Department Request	Yes	4/10/2023	S000264-040723
4/10/2023	County FOIL Request	No		R000159-041023
4/10/2023	County FOIL Request	Yes	4/13/2023	R000160-041023
4/11/2023	County FOIL Request	Yes	4/14/2023	R000161-041123
4/12/2023	Sheriff Department Request	Yes	4/20/2023	S000265-041223
4/12/2023	Sheriff Department Request	Yes	4/20/2023	S000266-041223
4/12/2023	Sheriff Department Request	Yes	4/12/2023	S000267-041223
4/12/2023	Sheriff Department Request	Yes	4/16/2023	R000162-041223
4/12/2023	County FOIL Request	Yes	4/14/2023	R000163-041223
4/13/2023	Sheriff Department Request	Yes	4/14/2023	S000268-041323
4/13/2023	Sheriff Department Request	Yes	4/16/2023	S000269-041323
4/14/2023	Sheriff Department Request	Yes	4/16/2023	S000270-041423
4/17/2023	Sheriff Department Request	Yes	4/18/2023	S000271-041723
4/18/2023	Sheriff Department Request	Yes	4/19/2023	S000272-041823
4/18/2023	County FOIL Request	No		R000164-041823
4/18/2023	Sheriff Department Request	Yes	4/18/2023	S000273-041823
4/18/2023	Unrecognized Email	Yes	4/18/2023	U000594-041823
4/19/2023	Sheriff Department Request	Yes	4/20/2023	S000274-041923
4/19/2023	Sheriff Department Request	Yes	4/24/2023	S000275-041923
4/19/2023	Sheriff Department Request	Yes	4/20/2023	S000276-041923
4/19/2023	Sheriff Department Request	Yes	4/20/2023	S000277-041923
4/20/2023	Sheriff Department Request	Yes	5/11/2023	S000278-042023
4/21/2023	County FOIL Request	No		R000165-042123
4/24/2023	Sheriff Department Request	Yes	4/24/2023	S000279-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000280-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000281-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000282-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000283-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000284-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000285-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000286-042423

Attachment: April FOIL Report (11492 : Monthly FOIL Report - Clerk of the Legislature)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000287-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000288-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000289-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000290-042423
4/24/2023	Sheriff Department Request	Yes	4/25/2023	S000291-042423
4/25/2023	County FOIL Request	No		R000166-042523
4/25/2023	Sheriff Department Request	Yes	4/25/2023	S000292-042523
4/25/2023	Sheriff Department Request	Yes	4/25/2023	S000293-042523
4/25/2023	Sheriff Department Request	No		S000294-042523
4/25/2023	Sheriff Department Request	Yes	4/26/2023	S000295-042523
4/25/2023	Sheriff Department Request	Yes	4/26/2023	S000296-042523
4/26/2023	Sheriff Department Request	Yes	4/27/2023	S000297-042623
4/27/2023	County FOIL Request	No		R000167-042723
4/27/2023	Sheriff Department Request	Yes	4/30/2023	S000298-042723
4/27/2023	Sheriff Department Request	Yes	4/30/2023	S000299-042723
4/28/2023	Sheriff Department Request	Yes	4/30/2023	S000300-042823
4/28/2023	Sheriff Department Request	Yes	4/30/2023	S000301-042823
4/28/2023	Sheriff Department Request	Yes	4/30/2023	S000302-042823
4/28/2023	Sheriff Department Request	Yes	4/30/2023	S000303-042823
4/28/2023	Sheriff Department Request	Yes	4/30/2023	S000304-042823
4/28/2023	Sheriff Department Request	Yes	4/30/2023	S000305-042823
4/28/2023	Sheriff Department Request	No		S000306-042823

POSITION VACANCY REPORT

As of May 1, 2023

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
Fiscal Manager Grade 11/\$51,456-\$68,488	Aging	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam file/Posted		*
Senior Cook Grade 9/\$18.2559-\$23.1072/hr	Aging	Resignation	3/21/2023	3/22/2023	3/22/2023	3/22/2023	4/24/2023	Matthew Daly	
Age Well Center Manager Grade 10/\$18.8329-\$23.8377	Aging	New	3/24/2023	3/23/2023	approved by resolution	3/23/2023	4/24/2023	Christine Elliott	
Food Service Helper Grade 3/\$15.0557-\$19.0567/hr	Aging	New	3/24/2023	3/23/2023	approved by resolution	3/23/2023	Posted		
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Termination	12/28/2022	1/3/2023	1/6/2023	1/6/2023	Posted		
Building Maintenance Mechanic Grade 10-\$18.8329-\$23.8377	Buildings and Grounds	Termination	4/7/2023	4/11/2023	4/13/2023	4/14/2023	Posted		Grant Funded
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Resignation	4/21/2023	4/12/2023	4/12/2023	4/12/2023	Posted		Grant Funded
Chief Assistant County Attorney Grade 4/\$85,369-\$113,625	County Attorney	New	11/18/2022	11/18/2022	11/18/2022	11/18/2022	4/28/2023	Gerald Raymond	*
Paralegal Grade 6H/\$23.4869-\$31.2611	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Posted		*
Senior Index Clerk Grade 8/\$17.7082-\$22.4141	County Clerk	Removal	4/10/2023	4/3/2023	4/3/2023	4/3/2023	Posted		
Assistant District Attorney Grade 6/\$73,873-\$98.324	District Attorney	Removal	11/7/2022	11/14/2022	11/14/2022	11/14/2022	Posted		
Crime Victim Advocate Grade 9/\$18.2559-\$23.1072/hr	District Attorney	New	3/24/2023	3/23/2023	approved by resolution	3/23/2023	Posted		
Information Processing Clerk Grade 8/\$17.7082-\$21.7603	District Attorney	Resignation	4/14/2023	3/20/2023	3/20/2023	3/20/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/3/2023	1/3/2023	1/3/2023	Post		

Attachment: May 2023 (11466 : May Vacancy Report)

POSITION VACANCY REPORT

As of May 1, 2023

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 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/3/2023	1/3/2023	1/3/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/11/2023	1/13/2023	1/13/2023	Posted		
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	Promotion	11/15/2022	11/16/2022	11/16/2022	11/16/2022	Posted		Grant Funded
Case Supervisor, Grade B Grade 22/\$28.4246-\$35.9782	DSS	Resignation	1/27/2023	1/11/2023	1/13/2023	1/13/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	2/2/2023	2/16/2023	2/16/2023	2/16/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	3/13/2023	2/24/2023	2/27/2023	3/1/2023	Posted		
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	3/13/2023	2/24/2023	2/27/2023	3/1/2023	Posted		
Case Aide Grade 7/\$17.1917-\$21.7603/hr	DSS	Resignation	3/20/2023	3/10/2023	3/13/2023	3/14/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	4/3/2023	3/31/2023	3/31/2023	3/31/2023	Posted		Grant Funded
Case Aide Grade 7/\$17.1917-\$21.7603/hr	DSS	Promotion	4/7/2023	3/10/2023	3/13/2023	3/14/2023	Posted		
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	Promotion	4/7/2023	3/10/2023	3/13/2023	3/14/2023	Posted		
Support Investigator Grade 10/\$18.8329-\$23.8377	DSS	Resignation	4/7/2023	3/27/2023	3/27/2023	3/27/2023	Posted		
Support Investigator Grade 10/\$18.8329-\$23.8378	DSS	Resignation	4/7/2023	3/27/2023	3/27/2023	3/27/2023	Posted		
Case Aide (PT) Grade 7/\$17.1917-\$21.7603/hr	DSS	Resignation	4/7/2023	4/13/2023	4/13/2023	3/14/2023	Posted		Grant Funded
Senior Support Investigator Grade 12/\$20.0654-\$25.3977	DSS	New Position	4/28/2023	4/27/2023	Approved by Resolution	4/27/2023	4/28/2023	Carrie Crapo	
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	New Postion	4/28/2023	4/27/2023	Approved by Resolution	4/27/2023	Posted		
Case Aide Grade 7/\$17.1917-\$21.7603/hr	DSS	Resignation	5/5/2023	4/20/2023	4/21/2023	3/21/2023	Posted		Grant Funded

Attachment: May 2023 (11466 : May Vacancy Report)

POSITION VACANCY REPORT

As of May 1, 2023

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
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	Resignation	4/3/2023	3/31/2023	3/31/2023	3/31/2023	Posted		Grant Funded
Senior Dispatcher Grade 8/\$25.0106-\$34.1584	ERAC	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam File		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	1/24/2023	1/25/2023	1/26/2023	1/26/2023	Exam file		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	3/17/2023	3/20/2023	3/21/2023	3/21/2023	exam list		
RN/ \$29.6033-\$34.6753 hr PHN / \$31.8942-\$37.3569 hr	Health	Removal of Provisional	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted		*
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Health	Promotion	9/10/2022	2/10/2023	2/10/2023	2/10/2023	Posted		
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	8/11/2022	8/12/2022	8/12/2022	8/12/2022	Post		Grant Funded
Highway Construction Mechanic Grade 16/\$22.0488-\$27.9023	Highway	Termination	3/16/2023	3/10/2023	3/14/2023	3/14/2023	Posted		
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	3/31/2023	4/5/2023	4/5/2023	4/5/2023	Posted		
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator Grade 14/	Highway	Resignation	4/4/2023	4/5/2023	4/5/2023	4/5/2023	Posted		
Highway Construction Mechanic Grade 16/\$22.0488-\$27.9023	Highway	Resignation	4/10/2023	4/5/2023	4/5/2023	4/5/2023	Posted		
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator	Highway	New/Promotion	6/24/22 / 11/18/22	9/27/2022	Approved by resolution, 10/3/2022	6/24/2022, 10/4/2022	Posted		
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway-Solid Waste	Promotion	1/22/2023	4/13/2023	4/17/2023	4/17/2023	Posted		
Deputy Clerk to County Legislature Grade 12/\$47,366-\$65,710	Legislature	Resignation	5/5/2023	4/12/2023	4/12/2023	4/12/2023	Posted		
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		*
Senior Mental Health Clinician Grade 28/\$34.9958-\$40.0754	Mental Health	Temporary	11/28/2022	11/18/2022	11/18/2022	11/21/2022	Posted		*

Attachment: May 2023 (11466 : May Vacancy Report)

POSITION VACANCY REPORT

As of May 1, 2023

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
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Resignation	1/16/2023	1/26/2023	1/26/2023	1/26/2023	4/17/2023	Khadeja Purdy	
Clinical Director of Mental Health Programs Grade 6/\$73,873-\$98,324	Mental Health	Removal	2/17/2023	2/13/2023	2/13/2023	2/13/2023	Cert/Posted		
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Temporary	3/15/2023	3/15/2023	3/15/2023	3/15/2023	Posted		
Peer Specialist PT (17hrs/week) Grade 9/\$18.2559-\$23.1072/hr	Mental Health	New Position	4/28/2023	4/27/2023	Approved by resolution	4/27/2023	Posted		
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Benefits Manager Grade 10/\$55,315-\$73,625	Personnel	New	1/1/2023	11/28/2022	11/30/2022	11/30/2022	4/24/2023	Victoria Staves	*
Grant Administrator Grade 10/\$55,315-\$75,625	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Posted		*
Probation Officer I Grade 18/\$24.5868-\$31.1205/hr	Probation	Resignation	4/3/2023	3/22/2023	3/22/2023	3/22/2023	canvass		
Probation Officer I Grade 18/\$24.5868-\$31.1205/hr	Probation	Resignation	4/14/2023	3/24/2023	3/24/2023	3/24/2023	canvass		
Investigator Grade 7H/\$25.2484-\$33.6056	Public Defender	New Position	4/28/2023	4/27/2023	approved by resolution	7/27/2023	5/1/2023	Michael Bidwell	
Assistant Public Defender Grade 6/\$73,873-\$98,324	Public Defender	Resignation	5/17/2023	4/25/2023	4/26/2023	4/26/2023	Posted		Grant Funded
PT Jail Cook (12 hrs) Grade 2 \$17.4089-\$23.1381	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.4089-\$23.1381	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4210	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4211	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Cert/Posted		*

Attachment: May 2023 (11466 : May Vacancy Report)

POSITION VACANCY REPORT

As of May 1, 2023

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 \$22.0637-\$36.4212	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Cert/Posted		*
Keyboard Specialist Grade 5 \$16.2237-\$20.5351	Sheriff	New	8/26/2022	8/25/2022	Approved by Resolution	8/25/2022	Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4209	Sheriff	Resignation	9/30/2022	9/22/2022	9/22/2022	9/22/2022	Cert/Posted		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	New 2023	1/1/2023	11/29/2022	11/30/2022	11/30/2022	Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	1/18/2023	1/6/2023	1/6/2023	1/9/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Resignation	1/27/2023	2/6/2023	2/7/2023	2/7/2023	Cert/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0973	Sheriff	Promotion	3/2/2023	3/8/2023	3/16/2023	3/16/2023	Cert		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	3/29/2023	3/21/2023	3/21/2023	3/22/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	3/31/2023	4/3/2023	4/3/2023	4/3/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Resignation	4/6/2023	4/6/2023	4/17/2023	4/17/2023	Cert/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Resignation	4/6/2023	4/11/2023	4/17/2023	4/17/2023	Cert		
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Retirement	4/7/2023	3/21/2023	3/21/2023	3/22/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	4/13/2023	3/21/2023	3/21/2023	3/22/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Cert/Posted		

Attachment: May 2023 (11466 : May Vacancy Report)

POSITION VACANCY REPORT**As of May 1, 2023**

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

Attachment: May 2023 (11466 : May Vacancy Report)

NEW VACANCIES IN APRIL 2023

[illegible]

FILLED VACANCIES APRIL 2023

[illegible]



Personnel Change Justification Form

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

Position Name (s): Create Inv. / Sergeant Abolish Deputy Sheriff - CPO

Bargaining Unit: CPAC Sheriff's Road Patrol

Purpose and Background:

Due to the amount of drug related incidents in Cortland County, I plan to put a second drug investigator back into my Criminal Investigation Division. In October of 2019, I moved a drug investigator out of CID to increase the Road Patrol supervision without increasing staff. Over the passed few years we've done the best we could with one drug investigator, but as you can imagine, these drug cases are in-depth and the need for a second investigator is needed. Not only are the drug investigations continuously changing, but the danger involved in the drugs we're seeing today is on the rise. Xylazine is a perfect example. We need to do more to keep our community safe.

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

Current Grade/Salary of Position: _____ Grade Sgt. Salary Range \$ 87,162.00

Requested Grade/Salary of Position: _____ Grade CPO Salary Range \$ 74,717.00 - 77,162.00

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

Goals:

To be as efficient as possible when investigating drugs. I will have 2 investigators assigned to investigate drugs only. These investigations are dangerous, timely, and often we have numerous investigations going at the same time.

As the leaders of the Cortland County Drug Task Force, the Cortland City PD and I are working closely together and the plan is for the PD to assign a second drug investigator too. This will ensure that we can increase the services needed to better address the drug concerns we're seeing here in Cortland County.

Operational Impact:

Currently, I have 4 open police officer position. Due to Civil Service, there isn't a test scheduled until this fall and currently there isn't a valid list available to hire from. I plan to take a police officer position away and add the Inv. / Sgt. position now. The difference in the two position's pay would be approximately \$12,445.00. I have the money in the budget to make this move. I don't feel I can wait until next year while seeing the importance of this needed position.

Requested By:

Mack Xu
Signature of Requesting Department Head

05/02/2023

Date

Personnel Officer Approval

Lauri Lerner
Signature of Personnel Officer

5/2/23

Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

5/3/2023

Date

Statutory Committee Approval

[Signature]

5/11/2023

Attachment: May 2023 Justification Forms (11466 : May Vacancy Report)



Personnel Change Justification Form

RECEIVED
MAY 04 2023
CORTLAND COUNTY
PERSONNEL SERVICE

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

Position Name (s): Create Special Deputy (Security) Officer Abolish _____

Bargaining Unit: None

Purpose and Background:

Due to the lack of Police Officers available, I'm looking at the possibility of using a total of 2 retired Peace Officers, Police Officers and or State Police Troopers to help with open shifts or details that arise, for example Security for the County Office Building and or area courts as needed. I do have money in my budget for these positions.

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

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

Requested Grade/Salary of Position: Grade _____ Salary Range \$ 27.93 an hour

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

Goals:

To accommodate the everyday needs of this office with covering all the required details involved in the day to day work. I currently have 8 part time officers (retired police officers) whom I rely on to assist me with everything from services like, COB security, court security, and special details (fairs, Maple festival, parades, fireworks events, boat and snowmobile patrols to name a few). Years ago we had three times that many part time officers. These new special deputies will be peace officers that will add to my available number of officers in an attempt to have more help at a reduced cost from a full time officer that would need to be paid with overtime.

Operational Impact:

These 2 positions will allow me to look at retired Correction Officers and State Police. Recent law changes have made these officers available to use. Until now I hadn't seen a need to look at different options such as this, but due to the shortage of police officers available, I'm looking at every option available that will help with my shortages and affect my budget. I have money in my budget to cover the cost of these 2 special Deputies.

Requested By:

Mark X
Signature of Requesting Department Head

05/03/2023

Date

Personnel Officer Approval

James Zeman
Signature of Personnel Officer

5/3/23

Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

5/4/2023

Date

Statutory Committee Approval

[Signature]

5/11/2023



Personnel Change Justification Form

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

Position Name (s): Create Special Deputy - (SRO) Abolish _____

Bargaining Unit: CPAC Sheriff's Road Patrol

Purpose and Background:

Due to the lack of full time Police Officers available (currently 4 open positions without an available civil service list through the rest of the year), I'm looking at the possibility of using retired Police Officers to fill the need for School Resource Officer's (SRO's). These positions are reimbursed through the schools and I do have money available in my budget.

Fiscal Impact: ☐ County Funded 0 % ☐ Grant Funded _____ % Grant Exp. Date _____

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

Requested Grade/Salary of Position: Grade _____ Salary Range \$ 30.00 an hour

Annual Increase: \$ _____ County Share: \$ 0 # of Positions Affected: 4

Goals:

To accommodate the schools in Cortland County who have requested an SRO. I currently have 3 SRO's that are spoken for and I have another school that has expressed an interest for a total of 4 SRO's in total at this time. There is money in my budget for this and I plan to have each SRO having uniform, equipment, and a vehicle, all of which will be reimbursed from the school. These SRO Positions will be a 10 month position with July and August off.

Operational Impact:

To cover the schools who wish to have an SRO as soon as we can during a time where we are short the number of police officers available. At the same time, not increasing my overall budget due to the agreements with the participating schools to cover the entire cost.

Requested By:

Mark [Signature]
Signature of Requesting Department Head

05/03/2023

Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

5/3/23

Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

5/4/2023

Date

Statutory Committee Approval

[Signature]

5/11/2023



Personnel Change Justification Form

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

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

Bargaining Unit: CSEA

Purpose and Background:

There are currently 2 Case Aide positions and 1 Senior Case Aide position under the oversight of a Manager doing all of the homeless assessments and placements, screening everyone who comes to the department for any need, offering community services, and assisting people to apply for benefits when necessary. There is another request to reallocate the 2 Case Aides to Senior Case Aide titles due to the job duties required. That would make 3 Senior Case Aide positions, but it is not enough to cover the workload. The homeless numbers are more than double what they have been in the past and keep growing. We are housing almost 100 individuals all of the time now. Additionally, our Reception area addresses the needs of approximately 120 people who walk in each day. Two of the current three positions are tied up with client interviews almost all day and the other one is left to answer the phone, greet visitors, process paperwork and connect clients to other department employees when they arrive. This is not adequate to do the best job we can and is causing employees to burn out. We are pulling different people to cover for illness, vacancies, vacations and lunch breaks which impacts our ability to be effective.

Fiscal Impact: ☒ County Funded 65 % ☐ Grant Funded _____ % Grant Exp. Date: _____

Current Grade/Salary of Position: Grade 9 Salary Range \$ 19.26 - 23.12

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

Annual Increase: \$ 33,350 County Share: \$ 21,678 # of Positions Affected: 1

Goals:

1. If we can adequately staff our Reception/Intake area, we might be able to stabilize the staff and provide more consistency in resolving problems and meeting complex needs of the clients we are seeing.
2. We would have a chance to address other non-emergency projects such as records retention projects.

Operational Impact:

We can avoid having to pull people with higher job titles down to cover this work. When we pull people from their own workloads, we compromise their ability to do quality work in their assigned areas, create much frustration due to the complexity of the work, and do not achieve the best outcomes we can.

Requested By:

[Signature]
Signature of Requesting Department Head

5/1/23
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

5/1/23
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

5/2/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: May 2023 Justification Forms (11466 : May Vacancy Report)



Personnel Change Justification Form

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

Position Name (s): Create 2 Senior Case Aides Abolish 2 Case Aides

Bargaining Unit: CSEA

Purpose and Background:

Two case aide positions are assigned to manage the reception desk for DSS. The job duties they need to perform warrant a reclassification. The work being assigned includes responsibility for assessing client needs, determining what benefits should be applied for, and for assisting clients through that process. This includes assessing emergency needs including housing. The work requires much independent judgment in an unpredictable and busy setting. There have been 3 employees leave employment from these positions since January 2023. The work is extremely challenging and difficult.

Fiscal Impact: ☒ County Funded 65 % ☐ Grant Funded % Grant Exp. Date

Current Grade/Salary of Position: Grade 7 Salary Range \$ 17.19 - 21.76

Requested Grade/Salary of Position: Grade 9 Salary Range \$ 18.26 - 23.12

Annual Increase: \$ 1,944 each County Share: \$ 1,264 each # of Positions Affected: 2

Goals:

1. We will have people in job titles that match the job duties.
2. We hope to stabilize the positions by reducing turnover

Operational Impact:

It is essential that we have well trained stable employees working the front end of our service delivery system. It is busy and the better we assess, divert and engage with those coming in to apply for services, the better all of our service delivery will be.

Requested By:

[Signature]
Signature of Requesting Department Head

5/1/23
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

5/1/23
Date

County Administrator Budget Impact Statement:

Minor increase - help with Recruitment and retaining employees

County Administrator Approval

[Signature]
Signature of County Administrator

5/2/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: May 2023 Justification Forms (11466 : May Vacancy Report)

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

Position Name (s): Create Mental Health Clinician Abolish N/A

Bargaining Unit: CSEA

Create 1.0 FTE Mental Health Clinician (MHC) for Mental Health Dept. to respond to the demand for clinical treatment from licensed therapists - increase beyond current MHC capacity. 2022 end of year and Q1 2023 client demand data shows continued 3-5yr tread of increase in total clients and total sessions providers. Caseloads will exceed 80-90 clients per MHC/Senior MHC for all by May 2023. Just in March 2022 new intakes exceed 100 in our outpatient clinic.

Fiscal Impact: ☐ County Funded none % ☒ Grant Funded 100 % Grant Exp. Date annual revenue

Current Grade/Salary of Position:	Grade	Salary Range \$
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Requested Grade/Salary of Position: Grade 28 Salary Range \$

Annual Increase: \$_____ County Share: \$_____ # of Positions Affected: 1.0 FTE

Respond to absorb increased client demand for verbal therapy by MHC at our Dept. Clinic Program by adding 1.0 FTE new MHC. Will take at least 6 weeks to interview/hire + 3 weeks to train.

This position would ensure MH Dept. responsiveness to community need for mental health therapy needs.

Budget neutral with 100% MHC Salary/Fringe offset by Clinic billing revenue.

Requested By:

Signature of Requesting Department Head

Date _____

Personnel Officer Approval

Signature of Personnel Officer

Date _____

County Administrator Approval

Signature of County Administrator

Date _____

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date _____