



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, June 9, 2022

9:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 9:00 AM by

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	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Excused	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	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	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Jennifer Hamilton	Cortland County, NY	Health Education	Present	
Christopher Newell	Cortland County, NY	Board Member	Late	9:15 AM
Ronald J. Van Dee	Cortland County, NY	Board Member	Late	9:30 AM
Cathy Bischoff	Cortland County, NY	Board Member	Late	9:49

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MINUTES

1. Government Operations Committee - Committee Meeting - May 12, 2022 9:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend the Policies and Procedures of Cortland County Government Service Animals And/Or Emotional Support Animals and Public Accommodations Within Cortland County Buildings and Properties Policy - Personnel Department

RESULT:	POSTPONED [UNANIMOUS]
	Next: 8/11/2022 9:00 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock
EXCUSED:	Susan Wilson, Mitchel Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Amend the Policies and Procedures of Cortland County Government Service Animals And/Or Emotional Support Animals and Public Accommodations Within Cortland County Buildings and Properties Policy - Personnel Department

WHEREAS, the Cortland County Legislature has adopted a Service Animal Policy, AND

WHEREAS, there is a need to make changes to said policy, NOW THEREFORE BE IT

RESOLVED, that the plan will be amended effective June 23, 2022 as attached.

AGENDA ITEM NO. 2 – Amend Drug Free Workplace Policy - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/23/2022 6:00 PM
MOVER:	George Wagner, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock
EXCUSED:	Susan Wilson, Mitchel Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Amend Drug Free Workplace Policy - Personnel Department

WHEREAS, the Cortland County Legislature adopted the Cortland County Drug Free Workplace Policy on 11/22/1989 with Resolution No. 596-89, AND

WHEREAS, the policy was amended with Resolution No. 119-10, AND

WHEREAS, there is a need to make changes to said policy, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Drug Free Workplace Policy be and hereby is amended effective June 23, 2022 as attached.

AGENDA ITEM NO. 3 – Amend Smoking and Tobacco Use Policy - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/23/2022 6:00 PM
MOVER:	George Wagner, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock
EXCUSED:	Susan Wilson, Mitchel Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Amend Smoking and Tobacco Use Policy - Personnel Department

WHEREAS, the Cortland County Legislature adopted the Cortland County Smoking and Tobacco Use Policy on April 26, 2018 with Resolution No. 192-18, AND

WHEREAS, there is a need to make changes to said policy, NOW THEREFORE BE IT

RESOLVED, that the plan will be amended effective September 1, 2022 as attached.

AGENDA ITEM NO. 4 – Amend Driver and Vehicle Use Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/23/2022 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock
EXCUSED:	Susan Wilson, Mitchel Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Amend Driver and Vehicle Use Policy

WHEREAS, the Cortland County Legislature has adopted Resolution No. 187-19 which established the Cortland County Driver and Vehicle Use Policy on May 23, 2019, AND

WHEREAS, there is a need to make changes to said policy, NOW THEREFORE BE IT

RESOLVED, that the plan will be amended effective June 23, 2022 as attached.

MONTHLY REPORTS

1. County Attorney Monthly Report

RESULT:	COMPLETED
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2. County Clerk Report for May 2022

RESULT:	COMPLETED
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3. Weights and Measures Monthly Report

RESULT:	COMPLETED
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4. June Vacancy Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Legislative Mileage Discussion

This discussion item was briefly discussed and will be put on the August Government Operations agenda.

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at



Government Operations Committee

Committee Meeting

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

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~ Minutes ~

Thursday, May 12, 2022

9:00 AM

Board Room

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	

MINUTES

1. Government Operations Committee - Committee Meeting - Apr 14, 2022 9:00 AM

RESULT: ACCEPTED [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 – Eliminate Civil Service Exam Fees - Personnel/Civil Service

Ms. Price MADE A MOTION TO AMEND the resolution to add a sunset clause of December 31, 2023, Ms. Preston SECONDED THE MOTION, and upon unanimous voice vote of members present, the MOTION TO AMEND was APPROVED.

RESULT: APPROVED [UNANIMOUS]
Next: 5/17/2022 10:00 AM
MOVER: Sandra Price, Committee Member
SECONDER: Kelly L. Fairchild-Preston, Committee Vice Chair
AYES: Price, Wagner, Fairchild-Preston, Stock, Wilson, Eccleston
EXCUSED: Paul Heider

ON MOTION OF STOCK

RESOLUTION NO.

Eliminate Civil Service Exam Fees - Personnel/Civil Service

WHEREAS, the Personnel/Civil Service Department charges civil service exam fees (between \$7.50 - \$30.00 per exam) for its civil service exams, AND

WHEREAS, the number of civil service exam participants has been decreasing over the last several years and the County is desirous of attracting more exam candidates by eliminating the exam fee, AND

WHEREAS, the County pays the New York State Department of Civil Service for each exam ordered, NOW THEREFORE BE IT

RESOLVED, that the Personnel/Civil Service Department will no longer require exam participants to pay a civil service exam fee beginning with civil service exams announced after May 26, 2022, AND BE IT FURTHER

RESOLVED, that this resolution is effective through December 31, 2023.

AGENDA ITEM NO. 2 – Amend 2022 Cortland County Legislative Calendar - Legislature

RESULT: APPROVED [5 TO 1]

Next: 5/26/2022 6:00 PM

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

SECONDER: Mitchel Eccleston, Committee Member

AYES: Price, Wagner, Fairchild-Preston, Stock, Eccleston

NAYS: Susan Wilson

EXCUSED: Paul Heider

ON MOTION OF STOCK

RESOLUTION NO.

Amend 2022 Cortland County Legislative Calendar - Legislature

WHEREAS, Article VII, 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 2022 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 2022.

AGENDA ITEM NO. 3 – Amend Resolution No. 259-15 Increasing Annual Legislative Compensation - Legislature

RESULT: APPROVED [UNANIMOUS]

Next: 5/26/2022 6:00 PM

MOVER: Mitchel Eccleston, Committee Member

SECONDER: George Wagner, Committee Member

AYES: Price, Wagner, Fairchild-Preston, Stock, Wilson, Eccleston

EXCUSED: Paul Heider

ON MOTION OF STOCK

RESOLUTION NO.

Amend Resolution No. 259-15 Increasing Annual Legislative Compensation - Legislature

WHEREAS, Resolution No. 259-15 was adopted on September 24, 2015 to increase the annual pay of Cortland County legislators, AND

WHEREAS, the final resolved clause in Resolution No. 259-15 is unlawful, as the salary of a County Legislator cannot be changed mid-term of office by resolution, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 259-15 be and hereby is amended to remove the final resolved clause and read as follows:

WHEREAS, the Cortland County Legislature is currently paid \$6,000 per year, per Legislator, with the Chairman receiving \$15,000 and the Majority and Minority Leaders receiving \$6,500, AND

WHEREAS, the above salary has remained the same for 25 years (1991 was raised from \$5,000 to \$6,000), AND

WHEREAS, over the course of those 25 years additional compensation and/or benefits have been withdrawn, such as monthly meeting stipends (\$25 per meeting), and eligibility to participate in the County Health/Dental/Vision insurance plan, AND

WHEREAS, the Cortland County Budget & Finance Committee recommends an increase in salary for Legislators beginning in 2016, and an annual increase matching that of the Management Compensation Plan, NOW THEREFORE BE IT

RESOLVED, that the Director of Budget & Finance, as Budget Officer, shall hereby include a Legislative salary of \$10,000 per legislator, \$19,000 for the Chairman and \$10,500 for Majority and Minority Leaders in the 2016 budget.

, AND BE IT FURTHER

RESOLVED, that the Cortland County Personnel Department is hereby directed to correct the current legislative salary to reflect the amendment.

AGENDA ITEM NO. 4 – Authorize Annual Stipend for Legislative Liaison to Tompkins Cortland Community College - Legislature

Ms. Preston MADE A MOTION TO AMEND the resolution to remove "caregiving responsibilities" from Section 2 (c), Ms. Price SECONDED THE MOTION, and upon unanimous voice vote of members present, the MOTION TO AMEND was APPROVED.

RESULT: APPROVED [4 TO 2]

Next: 5/17/2022 10:00 AM

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: Sandra Price, Susan Wilson

EXCUSED: Paul Heider

ON MOTION OF STOCK

RESOLUTION NO.

Authorize Annual Stipend for Legislative Liaison to Tompkins Cortland Community College - Legislature

WHEREAS, Section 5. Liaisons to the Board of Trustees contained within the Bylaws of the Tompkins Cortland Community College Board of Trustees provides the option of designating a non-voting liaison to participate in discussions and present materials upon request, AND

WHEREAS, the role of the liaison requires preparation for, attendance at and travel to numerous meetings throughout the course of the year, AND

Minutes Acceptance: Minutes of May 12, 2022 9:00 AM (MINUTES)

WHEREAS, due to the additional responsibilities and time spent by the Legislative Liaison, the Government Operations Committee recommends compensating the Legislative Liaison to the Tompkins Cortland Community College Board of Trustees for performing these duties with a \$2,000 yearly stipend which would not be added to their base salary, NOW THEREFORE BE IT

RESOLVED, that the Legislative Liaison to the Tompkins Cortland Community College Board of Trustees receive an annual \$2,000 stipend for performing the duties of Legislative Liaison to the Tompkins Cortland Community College Board of Trustees effective May 27, 2022.

AGENDA ITEM NO. 5 – Local Law "E" of 2022 - a Local Law to Adopt Amendments to the New York State Open Meetings Law for the Expanded Use of Videoconferencing

Ms. Preston MADE A MOTION TO AMEND the Local Law to remove "caregiving responsibilities" from Section 2 (b), Ms. Price SECONDED THE MOTION, and upon unanimous voice vote of members present, the MOTION TO AMEND CARRIED.

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/26/2022 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Stock, Wilson, Eccleston
EXCUSED:	Paul Heider

ON MOTION OF STOCK

RESOLUTION NO.

Local Law "E" of 2022 - a Local Law to Adopt Amendments to the New York State Open Meetings Law for the Expanded Use of Videoconferencing

WHEREAS, April 9, 2022 Governor Hochul signed an amendment to the Open Meetings Law to allow, until the expiration date of July 1, 2024, the expanded use of videoconferencing by public bodies in the conduct of open meetings, under extraordinary circumstance, regardless of a declaration of emergency, AND

WHEREAS, in order to continue meeting virtually, counties must adopt a local law to opt in, NOW THEREFORE BE IT ENACTED, by the County Legislature of the County of Cortland, as follows:

SECTION 1. PURPOSE

The Cortland County Legislature intends by this local law to allow for expansion of the use of videoconferencing to conduct open meetings.

SECTION 2. CONDITIONS

- a) Members of the Board shall be physically present at meetings, unless allowed remote attendance at locations that do not allow for in-person physical attendance by the public, under extraordinary circumstances.
- b) The list of extraordinary circumstances is non-exhaustive, but shall include illness, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting. The following shall not be deemed as extraordinary circumstances: vacation or delayed travel.
- c) Members shall provide notice of their inability to attend a meeting to the Legislative

Clerk's Office at least 24 hours prior to the meeting or as soon as reasonably able.

- d) The Chair of the Board shall retain discretion over permitted extraordinary circumstances for the Board and for Standing Committees when that Chair is unavailable, pursuant to Section 2(b) of this local law.
- e) The Standing Committee Chairs, when available, shall retain discretion over permitted extraordinary circumstances for their Committee, pursuant to Section 2(b) of this local law.
- f) It is understood that members permitted to attend at a location that does not allow for in-person physical attendance by the public, will not count toward a quorum. Only members present at a physical location which allows for in-person attendance by the public, will count toward a quorum.
- g) Any members of the public attending a meeting must be able to hear, see and identify any member of the public body who is attending remotely while the meeting is being conducted.
- h) If video conferencing is used to conduct a meeting, the public notice shall inform the public where they can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.
- i) Meetings conducted using videoconferencing shall be recorded and those recordings shall be posted or linked within 5 business days of the meeting and maintained for 5 years thereafter. Recordings shall be transcribed upon request.
- j) In those meetings where videoconferencing is used the public shall be able to view the meeting via video and participate in the proceedings via videoconference in real time where public participation is authorized.
- k) The Cortland County Legislature may hold fully remote meetings, and in person participation requirements of the Law shall not apply, during: a state disaster emergency declared by the governor pursuant to section twenty-eight of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village, or town pursuant to section twenty-four of the executive law, if the Legislature determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Legislature to hold an in person meeting.
- l) These written procedures shall be posted on the County's website.

SECTION 3. EFFECTIVE DATE

This local law shall take effect immediately upon filing with the Secretary of State.

SECTION 4. SEVERABILITY

If any clause, sentence, paragraph, subdivision, section or part of this Local Law or the application thereof, to any person, individual, corporation, firm, partnership, entity, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional such order of judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this Local Law or in its application to the person, individual, corporation, firm partnership, entity, or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

SECTION 5. EXPIRATION

This local law shall be effective until July 1, 2024 as set forth by NYS in Chapter 56 of the Laws of 2022.

MONTHLY REPORTS

1. May Vacancy Report

RESULT:	COMPLETED
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2. Weights and Measures Monthly Report

RESULT:	COMPLETED
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3. County Clerk April 2022 Monthly Report

RESULT:	COMPLETED
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4. County Attorney Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:04 AM

Minutes Acceptance: Minutes of May 12, 2022 9:00 AM (MINUTES)



**Cortland County
Administrative Policy Manual**

Service Animals, Emotional Support Animals and/or Therapy Animals and Public Accommodations Within Cortland County Buildings and Properties Policy

Policy/Procedure Number: 02.004

Modified Date (s): 8/27/2020, 5/24/2022

Resolution No.: 240-20

Effective Date: 8/27/2020

Next Review:

Objective: The purpose of this policy is to provide guidance to Department Heads and security personnel as to the rights of access for bonafide service animals, emotional support animals, and/or therapy animals in accordance with United States and New York State laws and regulations, and for the safety of staff and other occupants of Cortland County buildings and properties.

Reference (All applicable federal, state, and local laws): Americans with Disabilities Act (ADA)

NYS Office of Attorney General Brochure for Service Animals

NYS Agriculture and Markets: Report from the New York State Therapy Dog Work Group

Legislative Policy Statement:

Responsible Department:

General Information:

I. Definitions:

Americans with Disability Act (ADA): The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services and telecommunications.

Disability: A person who has a physical or mental impairment that substantially limits one or more major life activities. This includes people who have a record of such impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based upon that person's association with a person with a disability.

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Attachment: Service Animal Policy draft (10755 : Amend Service/Emotional Support Animal Policy - Personnel Department)



Cortland County Administrative Policy Manual

Service Animal: A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. The work tasks performed by a service animal must be directly related to an individual's disability. Examples of work tasks include but are not limited to:

- a. Assisting individuals who are blind or have low vision with navigation and other tasks;
- b. Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- c. Providing non-violent protection or rescue work;
- d. Pulling a wheelchair;
- e. Assisting an individual during a seizure;
- f. Alerting individuals to the presence of allergens;
- g. Retrieving items such as medicine or the telephone;
- h. Providing physical support and assistance with balanced and stability to individuals with mobility disabilities;
- i. Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

A public entity or private business must allow a person with a disability to bring a miniature horse on the premises so long as it has been individually trained to do work or perform tasks for the benefit of the individual with a disability. However, an organization can consider whether the facility can accommodate the miniature horse based upon the horsetype, size, and weight. The rules that apply to service dogs also apply to miniature horses.

Emotional Support Animals: Emotional support animals or comfort animals are often used as part of a medical treatment plan as therapy animals. They are *not* considered service animals under the ADA. These support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. These animals are not limited to working with people with disabilities and therefore, are not covered by federal laws protecting the use of service animals.

Therapy Animals: Therapy animals provided people with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive welfare. Most

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Cortland County Administrative Policy Manual

therapy animals visit places like hospitals, nursing homes, college campuses, schools, and other facilities to lift spirits and help humans de-stress. They are offered no legal protections.

II. Policy:

Cortland County is committed to providing equal access to County services and facilities for people with disabilities who utilize service animals in accordance with the Americans with Disabilities Act (ADA). This policy and procedure is to provide guidance to Department Heads and security personnel as to the rights of access for bonafide service animals in accordance with United States and New York State laws and regulations, and for the safety of staff and other occupants of Cortland County buildings and properties. Emotional support animals and therapy animals are *not* considered service animals under the ADA and will be denied access to any Cortland County building and/or facilities, with the exception of the Cortland County Mental Health Clinic and Cortland County Child Advocacy Center or with approval from the County Administrator.

III. Procedure:

A. SERVICE ANIMALS:

1. No individual assisted by a service animal satisfying the definition pursuant to the provisions of the ADA will be denied access to any Cortland County facility to areas where the public is normally allowed access.
2. Service animals will be required to be harnessed, leashed, or tethered, unless this device interferes with the service animal's work or the individual's disability prevents the use of such devices. Service animals should be under the owners control at all times and the service animal should not be allowed to engage with other people while on County property.
3. In the event it is not obvious what service the service animal provides, *VERY* limited inquiry is permitted before granting access. Staff may ask:

a) Is the service dog required because of a disability?

b) ii. What work task is the dog trained to perform?

c) iii. STAFF CANNOT:

- i. Ask about the person's disability;
- ii. Require medical documentation;
- iii. Require a special identification card or training documentation for the dog; or
- iv. Ask that the dog demonstrate its ability to perform the work or task.

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Cortland County Administrative Policy Manual

A person with a disability and their service animal seeking access to a Cortland County Facility cannot be denied entry, ~~be~~ asked or required to remove a service dog from the premises unless: (1) the dog is out of control or (2) the dog is not housebroken.

4. Allergies or fears of dogs are not valid reasons for denying access or refusing service to people using service animals. For example, if another person claims to be allergic to dog dander and the person who uses a service animal must spend time in the same room or facility, such as a classroom, waiting area, or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility. Every effort at reasonable accommodation must be made.
5. Service animals must be quiet and not distract others while within Cortland County buildings and premises.
6. Service animals are not allowed to chew on waste or any form of office equipment or any other item not belonging to the service animal while within Cortland County buildings and premises.
7. Service animals need to be harnessed and tethered at all times for safety reasons. If the service animal is disruptive, you will be asked to leave the facility with your service animals immediately.
8. Toys that produce loud sounds or squeaking are prohibited within the facilities.
9. Clients are responsible for cleaning up and sanitizing immediately after accidents. Feces bags must be sealed and discarded. Clients must bring their own feces bags for their service animals.
10. All service animals must be accompanied by the owner at all times. Service animals are not allowed to wander unattended, inside or outside of the building.
11. Service animals are required to be current with their rabies vaccinations and their licensing requirements. All service animals will wear a tag indicating current licensing and current rabies vaccination. In absence of a tag, proof of vaccination and/or licensing may be required.
12. Bites or other injuries to bystanders, members, patients, visitors, or employees will be immediately reported to the Public Health Department and/or ~~or~~ designees. An Incident Report Form (Cortland County Incident Reporting) will be completed to include notification ~~to~~ the County Safety Officer (X-5068). The service animal will be required to leave that building and/or premises and may be denied reentry to ~~the~~ building in the future.

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Cortland County Administrative Policy Manual

B. EMOTIONAL SUPPORT ANIMALS AND THERAPY ANIMALS - LIMITED EXCEPTIONS:

1. Cortland County Mental Health Clinic, Cortland County Child Advocacy Center, and other departments with prior approval are the only facilities that will permit entry of emotional support animals or therapy animals. At the request of a client, subject to approval by the appropriate staff member of the facility, a client of the facility may be approved to enter the clinic area accompanied by their emotional support animal. Other departments will require prior approval from the County Administrator.
2. Any client who brings an emotional support animal into the facility must inform the provider with information as to what emotional needs the support animal fulfills prior to their scheduled appointment. Additionally, the client shall inform the provider what work or tasks the support animal has been trained to do.
3. Clients will consult with their therapist and/or staff at the facility prior to bringing their emotional support animal to the facility. The facility will note in the client's chart as to when the client and their emotional support animal will be attending appointments at the facility to ensure the safety of the facilities and the people within the facilities.
4. Emotional support animals will not be allowed within the facilities if they are not adequately trained to behave in a manner that is non-aggressive.
5. The emotional support animal needs to be harnessed and tethered at all times for safety reasons. If the emotional support animal is disruptive, you will be asked to leave the facility with your support animal immediately.
6. Toys that produce loud sounds or squeaking are prohibited within the facilities.
7. Emotional support animals are not allowed to chew on waste or any form of office equipment or any other item not belonging to the emotional support animal while within Cortland County buildings or premises.
8. Clients are responsible for cleaning up and sanitizing immediately after accidents. Feces bags must be sealed and discarded. Clients must bring their own feces bags for their support animals.
9. All emotional support animals must be accompanied by the owner at all times. Support animals are not allowed to wander unattended, inside or outside of the building.
10. Emotional support animals must be quiet and not distract the other clients or employees when in the facility. If another client is either allergic or afraid of an

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Cortland County Administrative Policy Manual

emotional support animal, within the facility, the owner of the animal must leave the facility with the support animal and reschedule their appointment.

11. If an emotional support animal misbehaves on two (2) occasions at the facility, their owner is prohibited from bringing the support animal to the facility again.
12. Emotional support animals such as snakes, spiders, rabbits, or other animals that are susceptible to damaging the facility or frightening clients or staff, will not be allowed to enter the facility.
13. Emotional support animals should be under the owner's control at all times and the support animal should not be allowed to engage with the other clients in the waiting room. Emotional support animals are not allowed to bark or damage any property in the facility nor endanger themselves or others while present in the facility. This behavior will not be tolerated in the facility and the client and their support animal will be asked to leave the facility if the support animal's behavior is disruptive in any manner.
14. Emotional support animals are required to be current with their rabies vaccinations. All emotional support animals will wear a tag indicating its current rabies vaccination. In absence of a tag, proof of vaccination may be required.
15. Bites or other injuries to bystanders, members, patients, visitors, or employees will be immediately reported to the Public Health Department and/or designees. An Incident Report Form (Cortland County Incident Reporting) will be completed to include notification to the County Safety Officer (X-5068). The service animal will be required to leave that building and/or premises and may be denied reentry to the building in the future.
16. Therapy animals may be allowed in Cortland County facilities with prior approval from the County Administrator. The same restrictions apply to therapy animals as stated above.

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Cortland County Administrative Policy Manual

Drug-Free Work Place Policy

Policy/Procedure Number: 01.010 **Modified Date (s):** [11/22/1989](#), 3/10/2010

Resolution No.: [596-89, 119-10](#) **Effective Date:** [11/22/1989](#)
Next Review:

Objective: The purpose of this policy is to secure for Cortland County employees a safe, drug-free working environment, and to insure compliance with the Federal Drug-Free Workplace Act of 1988, PL 100-690.

Reference (All applicable federal, state, and local laws): Federal Drug-Free Workplace Act of 1988, PL 100-690

Legislative Policy Statement:

Responsible Department: [Personnel Department is responsible for maintaining and keeping this policy up to date.](#)

General Information:

I. Definitions:

II. Policy:

The County of Cortland prohibits the unlawful use, possession, manufacture, dispensing, distribution, or misuse of controlled substances, [use and possession of cannabis](#), alcohol, and all illegal drugs in all County workplaces.

Employees are required to notify their department head and the Cortland County Personnel Officer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

As required by the Federal Drug-Free Workplace Act of 1988, the County of Cortland will, within ten (10) calendar days of knowing of an employee's criminal drug statute conviction for a violation occurring in the workplace, notify granting agencies (as required by the Act).

Within thirty (30) calendar days of knowing of an employee's criminal drug statute conviction for a violation occurring in the workplace, the County of Cortland will take appropriate personnel action against the employee, up to and including termination, and/or require the employee to participate satisfactorily in a drug abuse rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency. Each case shall be considered and evaluated on individual merits in relation to the specific facts of the situation.

[01.010 Drug-Free Work Place Policy](#)

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Attachment: 01.010_DrugFreeWorkPlacePolicy (10747 : Amend Drug Free Workplace Policy - Personnel Department)



Cortland County Administrative Policy Manual

The Department of Personnel/Civil Service will establish a drug-free awareness program to periodically inform County employees about:

- The danger of drug abuse in the work place;
- The County's policy of maintaining a drug-free work place;
- The availability of the County's Employee Assistance Program and such other drug counseling or rehabilitation programs as may be available; and
- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Employees are required to abide by this policy as a condition of employment.

Deleted: Employees shall be provided with a copy of this policy at orientation and will acknowledge receipt with a dated signature. A copy of the signed policy will be kept in the employee's personnel file.¶

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Cortland County Administrative Policy Manual

Tobacco and Cannabis Use Policy

Policy/Procedure Number: 02.003

Modified Date(s): 8/1/2011, 4/26/2018

Resolution No.: 192-18

Effective Date: 4/26/2018

Next Scheduled Review:

Objective: To establish policy regarding tobacco and cannabis use on County-owned or leased properties or in County maintained facilities, thus reducing exposure to secondhand smoke and/or vapor by visitors and employees, and upholding the County's commitment to enhancing the health and safety of its employees and residents.

Reference (All applicable federal, state, and local laws): Public Health Law Article 13-E, New York State Clean Indoor Air Act

Legislative Policy Statement: Recognizing the accumulated weight of scientific studies that document the harm to public health from exposure to both direct and secondhand tobacco and cannabis use, it is the policy of the Cortland County Legislature to prohibit tobacco and cannabis use in all its facilities and mobile equipment and on all its properties, with exceptions.

Responsible Department(s): Personnel is responsible for maintaining and keeping this policy up to date.

General Information: Numerous studies have found that tobacco use is a major contributor to indoor and outdoor air pollution. Reliable studies have shown that breathing secondhand smoke or vaping aerosols, whether in an indoor or outdoor atmosphere, is a significant health hazard for several population groups: including older adults, individuals with cardiovascular disease, individuals with impaired respiratory function, those with asthma and those with obstructive airway disease. Non-tobacco/cannabis users who suffer allergies, respiratory diseases and other ill effects of breathing tobacco/cannabis smoke and/or aerosols may experience a loss of job productivity or may be forced to take periodic sick leave because of such adverse reactions. Smoking is a potential cause of fires and can cause unnecessary losses. Vaping and the use of other aerosol delivery systems has been related to injuries and potential risk of death due to the combustion of these devices. Tobacco and cannabis products are chemically addictive and contribute to escalating health insurance expenditures.

I. Definitions:

- a. Facilities and property (leased or owned) – includes Cortland County maintained buildings, parking lots (including privately owned vehicles while on County property), entrance lanes, sidewalks, structures, County-owned vehicles, and landscaped areas
- b. Smoking – inhaling or exhaling from, or possessing, a lighted pipe, lighted cigar, operating electronic smoking device, or lighted cigarette of any kind, or the

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public by eliminating exposure to tobacco smok
Cortland County owned property.

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classified secondhand smoke as a Group A carci
that is, a substance known to cause cancer in hu
The EPA recognizes no sage level of exposure f
A carcinogens. Due to the acknowledged hazard
from exposure to secondhand smoke, it shall be
County's policy to provide a smoke-free area an
every County owned building. This policy cover
smoking of any tobacco product and applies to t
employees and non-employee visitors.

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Cortland County Administrative Policy Manual

lighting of a pipe, cigar, electronic smoking device, or cigarette of any kind, including but not limited to, tobacco, cannabis, or any other weed or plant.

- c. **Tobacco products** – broad terms that include products containing tobacco such as cigarettes, cigars, pipes, chewing tobacco, snuff, and/or any other substance capable of being burned, ingested, or inhaled. As defined by the FDA, also includes vaporizers, e-cigarettes, and other electronic nicotine or aerosol delivery systems.
- d. **Cannabis products** – products containing usable cannabis, extract, or any other cannabis resin and other ingredients intended for human consumption or use, including edible cannabis products.

II. Policy:

The New York State Clean Indoor Air Act (Public Health Law, Article 13-E) prohibits smoking and vaping in almost all public and private indoor workplaces (including company-owned vehicles) to protect workers and the public from exposure to harmful secondhand tobacco smoke and vaping aerosols.

All Cortland County facilities and property, whether owned or leased, shall be tobacco-free and cannabis-free **effective September 1, 2022**; this includes use being prohibited during all evacuation drills and/or events. Employees are also not permitted to leave the assigned area in order to use such products during drills/events.

The only exceptions are as follows:

- **COUNTY-OWNED or LEASED PROPERTY (NOT INCLUDING COUNTY-OWNED PARK):** Tobacco use may be permitted, by County employees only, in designated areas located on County-owned or leased property (except for the County-owned park) approved by either the Department Head of areas of County property for which they are responsible and the County Administrator (or designee in the absence of a County Administrator). All tobacco materials used in designated areas will be extinguished and disposed of in appropriate containers.
- **COUNTY-OWNED PARK:** Tobacco use is permitted by County employees and members of the public in marked designated areas at the County-owned park. All tobacco materials used in designated areas will be extinguished and disposed of in appropriate containers.
- **COUNTY SHERIFF'S DEPARTMENT:** All Sheriff Department employees must adhere to the Sheriff's Smoking and Tobacco Use Policy.

III. Procedure:

Employees will be informed of this policy through signage throughout County property. Additionally, the policy will be disseminated to newly hired employees at orientation. Visitors

Deleted: Smoking shall mean inhaling of, or burning any type of matter or substance that contains tobacco, including, but not limited to cigars, cigarettes, pipes, vaporizers, e-cigarettes, and other electronic nicotine delivery systems. ¶

Effective April 1, 1994, all Cortland County owned buildings and vehicles (owned or leased) became tobacco smoke free and tobacco use free. ¶

Effective August 1, 2011, smoking will be prohibited within a fifty-foot radius of all County owned buildings with the following exceptions: ¶

The smoking structure at 60 Central Avenue ¶
Public Safety Building stairwell ¶

All Sheriff Department employees must adhere to the Sheriff's Smoking and Tobacco Use Policy ¶

Effective May 1, 2018, during all evacuation drills and/or events employees are prohibited from smoking and cannot leave the assigned area in order to smoke. Smoking cessation is a personal choice. It is the County policy to encourage and assist employee quitting smoking. Information is available from Cortland County Health Department. ¶

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Cortland County Administrative Policy Manual

will be informed of this policy through signage. Every effort will be made to communicate this policy with employees and visitors.

Department Heads and/or Supervisors shall be responsible for insuring that this policy and the law are implemented and adhered to within the County building(s) or areas of County property for which they are responsible. Everyone has the responsibility to inform any individual who is using tobacco or cannabis in any area where smoking it is prohibited that the individual is in violation of the smoking restrictions. Employees who use tobacco and/or cannabis in restricted areas are in violation of New York State law and/or County policy and may be subject to appropriate disciplinary procedures in accordance with the provisions of applicable collective bargaining agreement and/or State law.

Employees and the public may confidentially report violations of the New York State Clean Indoor Air Act by contacting the Cortland County Health Department or the New York State Regional Environmental Health Program Office.

Cessation is a personal choice. Information regarding cessation will be available for employees seeking assistance.

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Attachment: Tobacco and Cannabis Use Policy (10740 : Amend Smoking and Tobacco Use Policy - Personnel Department)



**Cortland County
Administrative Policy Manual**

Driver and Vehicle Use Policy

Policy/Procedure Number: 01.003

Modified Date(s):

Resolution No.: 486-16

Effective Date: 1/01/2017

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Next Scheduled Review:

Objective: To ensure all operators of a motor vehicle, while used on official County business, are qualified to drive and drive in a safe manner.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement: The purpose of this Driver and Vehicle Use Policy and Procedure is to ensure the County establishes a consistent system to determine that drivers on County business have sufficient knowledge about vehicle handling, portrayed through a safe driving record, so as to protect employees, volunteers, clients, the public and the County from an unsafe driver. Additionally, this Policy and Procedure will outline the acceptable uses of a County owned or leased vehicle.

Responsible Department(s): Personnel Department is responsible for maintaining and keeping this policy up to date.

General Information: This policy includes both County-owned or leased motor vehicles and privately owned motor vehicles used while on County business. Further, this policy will apply to employees of the County as well as any individuals serving the County in a volunteer capacity. Some provisions of this policy may not apply to law enforcement personnel.

I. Definitions:

- A. **Driver:** The operator of a motor vehicle.
- B. **County Vehicle:** Any vehicle, usually motorized, owned or leased by Cortland County.
- C. **Personal Vehicle:** Any vehicle, usually motorized, that is owned or leased by an individual or entity that is not Cortland County.
- D. **Smoking** – inhaling or exhaling from, or possessing, a lighted pipe, lighted cigar, operating electronic smoking device, or lighted cigarette of any kind, or the lighting of a pipe, cigar, electronic smoking device, or cigarette of any kind, including but not limited to, tobacco, cannabis, or any other weed or plant.

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II. Policy:

The purpose of this Driver and Vehicle Use Policy and Procedure is to ensure the County establishes a consistent system to determine that drivers on County business have sufficient

Attachment: Redline Driver and Vehicle Use Policy (10745 : Amend Driver and Vehicle Use Policy)



Cortland County Administrative Policy Manual

knowledge about vehicle handling, portrayed through a safe driving record, so as to protect employees, volunteers, clients, the public and the County from an unsafe driver. Additionally, this Policy and Procedure will outline the acceptable uses of a County owned or leased vehicle.

III. Procedure:

- A. The County procedures regarding requesting use of a County vehicle are as follows:
 1. All County vehicles will be parked overnight at their designated location either at the County Court House, Mental Health Clinic, Sheriff's Department, Highway Department, or the lot off Elm Street with the exception of the following:
 - i. If the driver is on call and the vehicle is required for that assignment;
 - ii. It is a contractual agreement that the driver is allowed to drive the vehicle to his or her residence; or
 - iii. The Department Head or County Administrator has given permission for the driver to drive the vehicle to his or her residence.
- B. The County procedures regarding driver qualifications, requirements and expectations are as follows:
 1. Every driver of county vehicles and those using personal vehicles for purposes of county business will comply with all applicable laws of New York State, any other state in which the operation is required as well as any additional regulations of the County;
 2. Every driver is expected to maintain the requirements of the necessary New York State Driver's license he or she holds;
 3. Every driver must inform his/her supervisor of any suspension, revocation, restriction or limitation of their driving privilege. Failure to do so by the next work day following knowledge of any change may result in disciplinary action up to and including termination of employment with the County;
 4. No vehicle, while on County business, is to be operated by an improperly licensed driver or by a driver with an unacceptable driving record or history, nor should any passenger in such vehicle knowingly allow a driver to operate the vehicle in violation of this policy;
 5. Any driver found to have an unacceptable driving record may be subject to appropriate disciplinary action up to and including termination of employment with the County;

Deleted: <#>For those County department assigned specific County Vehicles, the driver must fill out the Cortland County Car Rental form and provide it to the Department Head for review and approval.

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Attachment: Redline Driver and Vehicle Use Policy (10745 : Amend Driver and Vehicle Use Policy)



**Cortland County
Administrative Policy Manual**

6. An unacceptable driving record would consist of any of the following situations and/or convictions within the past twelve (12) months:
 - i. DWI, DWAI-Drugs and/or DWAI [or any equivalent conviction in another jurisdiction];
 - ii. Vehicular homicide;
 - iii. Vehicular assault;
 - iv. Use of a motor vehicle in the commission of a felony or misdemeanor as such would be defined under New York State Law or its equivalent in another jurisdiction;
 - v. Reckless, careless and/or negligent driving;
 - vi. Operating a motor vehicle without the owner's consent;
 - vii. Fleeing or attempting to elude a police officer;
 - viii. Driving while license/registration is suspended or revoked;
 - ix. Hit and run or leaving the scene of an accident with injury or death resulting, or property damage exceeding \$100.00;
 - x. Two (2) moving violations within any twelve (12) month period of time.
7. Any driver who receives two (2) moving violations within any twelve (12) month period will be reviewed by his or her Department Head in conjunction with the Director of Personnel and may recommend appropriate action including a suspension of driving for County business. In cases where driving is a job requirement, this may result in an inability to do assigned work and therefore require termination of employment with the County;
8. Any driver using medication or who has any other condition, whether permanent or temporary, that would impair his or her ability to drive, must immediately inform his or her supervisor. Every attempt will be made to provide another driver.
9. No driver will consume any alcoholic beverages or other intoxicants including but not limited to cannabis two (2) hours prior to his or her scheduled work time or consume any alcoholic beverages or other intoxicants during work hours;
10. No driver will operate a County vehicle or operate a private vehicle while on County business if he or she has consumed alcoholic beverages or other intoxicants including but not limited to cannabis within two (2) hours prior to working; while in possession of an open container of an alcoholic beverage or other intoxicant hangover that adversely affects a driver's physical or mental faculties to any perceptible degree; or if the driver's



**Cortland County
Administrative Policy Manual**

blood alcohol content (BAC) exceeds .00 for law enforcement personnel or .02 percent for all other personnel. Violation of this policy is subject to disciplinary action up to and including termination of employment with the County. To address these concerns please refer to the applicable Collective Bargaining Agreement (CBA) regarding reasonable suspicion and what to do in this type of situation and/or contact the Personnel Department at 607-753-5076.

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C. Standard for Operation of Vehicles

1. Before initial use of any vehicle each day, the driver will inspect his or her assigned vehicle for damage, inoperable lights, safe tires and any other condition that may be a safety hazard. Any deficiency found must be reported to a supervisor immediately;
2. Seatbelts must be worn by the driver and all passengers whether the motor vehicle is owned or leased by the County or is a personal vehicle or an emergency exists;
3. When a private vehicle is used for County business, the driver of the vehicle will assure to his or her supervisor that;
 - i. The vehicle is in operable mechanical condition;
 - ii. The vehicle is registered, inspected and insured as required by New York State Law. Evidence of insurance must be provided annually to the County Safety Officer.
4. The use of County vehicles for any private purpose is prohibited;
5. Non-County personnel are not allowed in County vehicles unless on official business;
6. Each driver is responsible for the condition, contents and utilization of his or her assigned vehicle;
7. Alcoholic beverages or other intoxicating agents including but not limited to cannabis are not allowed in County vehicles under any circumstances, except for law enforcement purposes;
8. Smoking is not allowed in County vehicles under any circumstances;
9. No driver is allowed to text or use similar devices in County vehicles while the vehicle is moving (if the vehicle is not in park then it is a moving vehicle). Texting or use of similar devices is only allowed when the driver of a County vehicle is parked and not creating any road hazard;



Cortland County Administrative Policy Manual

10. No driver is allowed to use his or her cell phone, without a hands-free device while the vehicle is moving (if the vehicle is not in park then it is a moving vehicle). Use of a cell phone without a hands-free device is only allowed when the driver of a County vehicle is parked and not creating any road hazards;
11. Drivers who use two-way radios must do so in the proper manner as follows:
 - i. Drivers must call 'in' and 'out' of service;
 - ii. Drivers must give the proper vehicle number;
 - iii. Drivers must give their location;
 - iv. Drivers must send a short and courteous message;
 - v. Drivers will not use derogatory or abusive language;
 - vi. Drivers will not use two-way radios for private use;
 - vii. The two-way radio system is to be used for operations and emergencies and is monitored and regulated by the County and the Federal Communications Commission.
12. Drivers of County vehicles as well as drivers using personal vehicles for County business will not park in "NO PARKING" zones or any other zone or area where parking is prohibited;
13. In emergency situations, drivers will use emergency blinkers;
14. Drivers of County vehicles will pay any traffic tickets or parking tickets unless due to the circumstances the Department Head approves otherwise. The driver must advise his or her supervisor, Department Head and the County Safety Officer upon receipt of a ticket while driving a County vehicle. This provision also applies to drivers using a personal vehicle for County business who receives a ticket.
15. All County vehicles must be locked when not in use or are left unattended;
16. All vehicles equipped with a tailgate will have the tailgate up and locked when the vehicle is in motion. If the vehicle's function requires the tailgate to remain in the open position, the red flags must be attached to the load;
17. If a vehicle does not have tailgate but is loaded, the driver of the vehicle will make sure the load is secure and that any overhangs are properly marked in accordance with applicable federal, state and local laws;



Cortland County Administrative Policy Manual

18. While the vehicle is in operation, the driver will not engage in any activity which will be a distraction from safe operation of the vehicle, including but not limited to consuming a meal, reading, texting or using a similar devices, or talking on a cell phone without a hands-free device. A snack and non-alcoholic beverages may be consumed while driving but drivers are warned to exercise caution and not to create any type of hazardous situation;
19. The driver and any passengers will insure that all trash and personal items are removed from the County vehicle after each use.

D. Accidents

1. Always call 911. Keep in mind that it is a crime to leave the scene of an accident that causes death, personal injury or property damage;
2. The driver or passenger, if the driver is unable, must notify his or her supervisor and the County Safety Officer (607-753-5081) of the accident immediately, if possible, but no later than 24 hours after the accident;
3. The driver or passenger, if the driver is unable, must file the County Incident/Accident Report form within 24 hours by online submission or fax to (607)756-3489;
4. If the driver is involved in an accident that involves only property damage of \$1,000.00 or less then the driver must stop and exchange information with the other involved driver(s) that will include the exchange of information about driver's licenses, insurance and registration of vehicle of involved drivers;
5. If the accident involved a parked vehicle, other damaged property or the injury or death of a domestic animals, the driver must locate the owner or contact the police;
6. If the property damage of any person exceeds \$1,000.00, there was a fatality or personal injury then all of the drivers involved must file form MV-104 within ten (10) days of the incident. Failure to file within 10 days is a misdemeanor. In addition a driver may have his or her license and/or registration suspended until the report is filed with the Department of Motor Vehicles;



**Cortland County
Administrative Policy Manual**

7. A driver using a County vehicle or operating a private vehicle while on County business who causes an accident may be subject to disciplinary action up to and including termination of employment with the County.

E. Corrective Action

1. Corrective actions for violations of the policy should be carried out by the driver's Department Head or his/her designee;
2. All corrective actions should be progressive and consistent. The Director of Personnel will be consulted prior to any disciplinary or corrective action to ensure compliance with the appropriate collective bargaining agreement (CBA) and/or policy;
3. The following are recommendations for corrective action; however, nothing in the policy precludes termination of employment on the first offense where the circumstances warrant it:
 - i. Minor violations may be dealt with through training or verbal reprimands for the first occurrence. Subsequent violations may be resolved through application of progressively severe actions including suspension. Major or repeated violations may result in termination of employment consistent with applicable personnel rules;
 - ii. Any driver action on County business who is convicted of a moving violation may be disciplined in accordance with the policy for the first offense, with progressively severe discipline for conviction of subsequent moving violations. Any driver who receives two (2) moving violations in any 12 month period will be reviewed by his or her Department Head in conjunction with the Director of Personnel and may recommend appropriate action including a suspension of driving for County business. In cases where driving is a job requirement, this may result in an inability to do assigned work and therefore require termination of employment with the County;
 - iii. Any driver convicted of driving while intoxicated or under the influence of any intoxicating substance including but not limited to cannabis while on County business or in a County vehicle may be subject to discipline up to an including discharge in accordance with the appropriate CBA and/or policy;
 - iv. Any driver convicted of driving while under the influence of any intoxicating substance including but not limited to cannabis will not operate a vehicle on the County's behalf until the individual is in possession of valid driver's license and the case has been

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Attachment: Redline Driver and Vehicle Use Policy (10745 : Amend Driver and Vehicle Use Policy)



**Cortland County
Administrative Policy Manual**

reviewed and continued driving is approved by the Department Head and Director of Personnel.

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Attachment: Redline Driver and Vehicle Use Policy (10745 : Amend Driver and Vehicle Use Policy)



**CORTLAND COUNTY ATTORNEY
VICTORIA J. MONTY**

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Maria P. Adsit
Confidential Secretary

Megan Southworth
Secretary II

FIVE YEAR COMPARISON

Report Date: **June 2, 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 – June 2, 2022</u>	142

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 – June 2, 2022</u>	40

Attachment: JUNE Committee Report (10751 : County Attorney Monthly Report)

**CORTLAND COUNTY ATTORNEY****VICTORIA J. MONTY**

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Megan Southworth

Secretary II

June 1, 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:	9	
	<u>41</u>	

January 1, 2019 – December 31, 2019

2019 - JD referred for petition:	35	(**13 RTA)
PINS petitions:	15	
Vio. Probation/Support:	6	
	<u>56</u>	

January 1, 2020 – December 31, 2020

2020 - JD referred for petition:	29	(**8 RTA)
PINS petitions:	4	
Vio. Probation/Support:	5	
	<u>38</u>	

January 1, 2021 – December 31, 2021

2021 - JD referred for petition:	20	(**3 RTA)
PINS petitions:	4	
Vio. Probation/Support:	3	
	<u>27</u>	

January 1, 2022 – June 1, 2022

2022 - JD referred for petition:	3	(**1 RTA)
PINS petitions:	3	
Vio. Probation/Support:	4	
	<u>7</u>	

JD referrals for petition by classification of offense:

2021	Property crimes:	9	2022	Property crimes:	1
	Crimes against persons:	7		Crimes against persons:	0
	Sex offenses:	6		Sex offenses:	0
		<u>22</u>			<u>1</u> *

****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)

*1 JD property

*2 JD violation of probation

*1 JD referred but kept in Youth Part by motion of District Attorney

MTP 6/1/22



CORTLAND COUNTY ATTORNEY

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Secretary II

June 1, 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 31, 2018: 97 orders

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

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

January 1, 2021 – December 31, 2021: 21 orders

January 1, 2022 – June 1, 2022: 24 orders

Attachment: JUNE Committee Report (10751 : County Attorney Monthly Report)

MTP 6/1/22



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045

TEL: 607-753-5095

FAX: 607-756-3489

Wendy L. Franklin
Chief Assistant County Attorney

Jeri A. DuVall
Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Maria P. Adsit
Confidential Secretary

Megan Southworth
Secretary II

DEBT COLLECTION

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

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

INSURANCE RECOVERIES

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

May 2022	YTD 2022	2021	2020	2019
\$4,604.56	\$6,962.25	\$20,622.62	\$22,219.98	\$122,477.76

TOTALS:	\$7,744.30	\$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
February	05/23/18	From Receivership for Feher Rubbish Removal	Solid Waste	782.05
	10/04/21	Property Damage – Vehicle	Probation	2,357.69
March				0.00

Continued on next page

Attachment: JUNE Committee Report (10751 : County Attorney Monthly Report)

CURRENT YEAR COLLECTIONS CONTINUED

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
April				0.00
May	04/09/22	Property Damage – Vehicle	DSS	4,604.56
June				0.00
July				0.00
August				0.00
September				0.00
October				0.00
November				0.00
December				0.00
				\$ 7,744.30

Attachment: JUNE Committee Report (10751 : County Attorney Monthly Report)

County Clerk Monthly Report: May 2022

41.67%

	<u>YTD 2020</u>	<u>YTD 2021</u>	<u>YTD 2022</u>
Clerk Fees	149,919.00	203,859.77	203,712.87
DMV Fees	128,534.00	173,289.32	140,955.35
User Fee	90,932.00	112,961.82	94,418.67
Internet Fee	1,771.00	6351.44	2,793.27
Local Mtg Tax	108,139.00	164,767.80	188,139.33
DWI Fines	500.00	3005.00	4766.31
Mtg Tax Exp	25,965.00	25,965.00	25,965.00
TOTAL	505,760.00	690,200.15	660,750.80
% OF Est Rev	33.64%	47%	44.42%
Est Rev	1,503,816.00	1,474,216.00,	1,487,516.00
Actual Rev	1,555,190.64	1,705,470.28	TBD

Attended Local Government Records Advisory Committee Meeting

Attended DMV Transformation meeting

Attended NYS County Clerk's Conference

Notes: County Clerk revenue continues to be higher than predicted
 DMV revenue is lower due to reduction in auto sales and
 downside of license renewal cycle. Will participate in
 : regional press conference in regards to ID requirements
 effective 5/3/23

Attachment: County Clerk Monthly Stats May 2022 (10735 : County Clerk Report for May 2022)

Weights and Measures
For
Government Operations Committee

The month of May I did petroleum samples for the New York State Agriculture and Markets Petroleum Quality Program. I have petroleum samples in July and that will be all the samples for the rest of the year. I did several large vehicle scales after the scales went down for repairs. I have all but 5 of my gas station calibrations complete. I also worked several days with the Federal Milk Administrator doing two 8,000 gallon milk bulk tanks.

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

POSITION VACANCY REPORT

As of June 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
Nutrition Program Manager Grade 12 \$46,813-\$62,308/yr	Aging	Resignation	3/18/2022	4/19/2022	4/19/2022	4/19/2022	Posted		*
Keyboard Specialist Grade 5 \$15.8667-\$19.9833/hr	Aging	New-Temp	5/23/2022	5/20/2022	5/20/2022	5/20/2022	5/31/2022	Dixie Latiner	*
Building Maintenance Mechanic Grade 10 \$18.4184-\$23.1971/hr	Buildings and Grounds	Resignation	10/13/2020	5/10/2022	5/11/2022	5/11/2022	Posted		*
Custodian Grade 3 \$14.7244-\$18.5447/hr	Buildings and Grounds	Removal of provisional	5/6/2022	5/6/2022	5/9/2022	5/9/2022	Posted/Cert		*
Custodian Grade 3 \$14.7244-\$18.5447/hr	Buildings and Grounds	Resignation	5/30/2022	5/18/2022	5/18/2022	5/18/2022	Cert/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		*
Assistant District Attorney Grade 6 \$72,247-\$96,160/yr	District Attorney	Resignation	4/11/2022	3/25/2022	3/25/2022	3/25/2022	Posted		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*
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	5/14/2022	Kimberly Riley	*
Caseworker Grade 18 \$24.0458-\$30.2843/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	5/2/2022	Samantha Crum	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	3/14/2022	2/28/2022	3/2/2022	3/2/2022	5/31/2022	Makayla Standish	*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	3/18/2022	2/18/2022	2/22/2022	2/22/2022	5/31/2022	Maegan Jarvis	*

Attachment: June 2022 (10737 : June Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of June 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
Fiscal Officer Grade 17 \$23.2158-\$29.2392/hr	DSS	Promotion	4/4/2022	4/1/2022	4/6/2022	4/6/2022	5/2/2022	Dawn Edwards	*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Promotion	4/7/2022	3/11/2022	3/11/2022	3/11/2022	Cert/Post		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Removal of provisional	4/7/2022	4/15/2022	4/15/2022	4/19/2022	Cert/Exam file apps/Posted		*
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Resignation	4/22/2022	4/18/2022	4/20/2022	4/20/2022	Exam file apps		*
Principal Account Clerk Grade 13 \$20.2732-\$25.5331/hr	DSS	Promotion	5/2/2022	4/29/2022	5/3/2022	5/9/2022	Exam file apps		*
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Resignation	5/2/2022	5/9/2022	5/10/2022	5/10/2022	Exam file apps		*
Senior Case Aide Grade 9 \$17.8541-\$22.4863/hr	DSS	Resignation	5/6/2022	4/29/2022	5/3/2022	5/9/2022	Exam file apps/cert/post		*
Senior Account Clerk Grade 9 \$17.8541-\$22.4863/hr	DSS	Resignation	5/12/2022	4/29/2022	5/3/2022	5/9/2022	Canvass/Posted		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	5/13/2022	4/26/2022	4/27/2022	4/27/2022	Posted/Cert		*
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Resignation	5/25/2022	5/12/2022	5/13/2022	5/13/2022	Exam file apps		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	6/3/2022	5/6/2022	5/6/2022	5/9/2022	Exam file apps/post/cert		*
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 13 \$20.2732-\$25.5331/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded

Attachment: June 2022 (10737 : June Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of June 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
E&T Program Assistant Grade 9 \$17.8541-\$22.4863/hr	E&T	Promotion	4/18/2022	4/19/2022	4/19/2022	4/19/2022	Posted		Grant Funded
Employment & Training Specialist Grade 13 \$20.2732-\$25.5331/hr	E&T	Resignation	5/16/2022	4/13/2022	4/13/2022	4/13/2022	5/16/2022	Alexis Amsden	Grant Funded
E&T Special Programs Counselor Grade 9 \$17.8541-\$22.4863/hr	E&T	New-Temp	6/1/2022	4/19/2022	4/19/2022	4/19/2022	6/6/2022	Jackie Pittsley	Grant Funded
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Resignation	5/1/2022	4/11/2022	4/12/2022	4/13/2022	Exam file apps		*
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Removal of probationary	5/10/2022	5/10/2022	5/12/2022	5/13/2022	Cert/Exam file apps		*
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 Nurse \$31.8942-\$37.3587/hr	Health	Resignation	3/11/2022	3/10/2022	3/10/2022	3/10/2022	Posted		*
(4 Positions) Public Health Fellows Grade 16 \$22.4261-\$28.2445/hr	Health	4 New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted		Grant Funded
Public Health Fellow Coordinator Grade 22 \$27.1991-\$35.0115	Health	New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted		Grant Funded
Assistant Accountant Grade 18 \$24.0458-\$30.2843/hr	Health	New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted		*
Deputy County Super of Hwys Grade 7 \$67,206-\$89,451/yr	Highway	Resignation	5/27/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*
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	2/4/2022	2/1/2022	2/1/2022	2/1/2022	Posted		*

Attachment: June 2022 (10737 : June Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of June 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
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		*
Motor Equipment Operator Grade 14 \$20.1507-\$25.3763/hr	Highway	Promotion	3/7/2022	3/24/2022	3/29/2022	3/29/2022	Posted		*
Highway Construction Mechanic Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	3/25/2022	4/5/2022	4/6/2022	4/6/2022	Posted		*
(2 Positions) Wade Pool Attendants \$14.20/hr	Highway	2 Temp Positions	5/1/2022	2/28/2022	3/2/2022	3/3/2022	Posted (1 vacant)	6/6: Olivia Marko	*
(5 Positions) Seasonal Aides \$14.20/hr	Highway	5 Temp Positions	5/2/2022	2/28/2022	3/2/2022	3/3/2022	Posted (4 vacant)	5/31: Scott Record	*
(5 Positions) Park Attendants \$14.20/hr	Highway	5 Temp Positions	5/3/2022	2/28/2022	3/2/2022	3/3/2022	Posted (4 vacant)	5/31: Josh Alger	*
Airport Maintenance Worker Grade 16 \$21.5636-\$27.1556/hr	Highway	New-Temp	5/9/2022	5/5/2022	5/6/2022	5/9/2022	Posted		*
Landfill Equipment Operator Grade 14 \$20.1507-\$25.3763/hr	Highway-Landfill	New	4/28/2022	4/28/2022	Approved by resolution	4/28/2022	Posted		*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway- Recycling	Resignation	5/13/2022	5/3/2022	5/3/2022	5/9/2022	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 **
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	5/2/2022	Shelly Nolder	*
LMSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	Resignation	3/16/2022	2/16/2022	2/16/2022	2/17/2022	6/6/2022	Rachelle Sunderland	*
LMSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	Retirement	4/15/2022	3/11/2022	3/11/2022	3/11/2022	6/6/2022	Heather Arnold	*

Attachment: June 2022 (10737 : June Vacancy Report)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of June 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
LMSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	Promotion	4/16/2022	3/11/2022	3/11/2022	3/11/2022	6/6/2022	Alexandria Meanor	*
Medical Services Clerk Grade 8 \$17.3185-\$21.8118/hr	Mental Health	Resignation	5/26/2022	5/17/2022	5/17/2022	5/17/2022	Posted		*
(2 Positions) LCSW Grade 28 \$34.9958-\$44.0754/hr	Mental Health	2 New	6/6/2022	3/11/2022	3/11/2022	3/11/2022	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		*
Personnel Technician Trainee Grade 4H \$19.8768-\$26.4560/hr	Personnel	Temporary	5/28/2021	5/27/2021	Approved by resolution	5/27/2021	5/16/2022	Patricia Marano	*
Personnel Assistant Grade 3H \$18.4900-\$24.6102/hr	Personnel	Temporary	2/7/2022	12/21/2021	12/21/2021	waiting for scores			*
Probation Officer Grade 18 \$24.0458-\$30.2843/hr	Probation	Resignation	5/6/2022	4/22/2022	4/22/2022	4/25/2022	Canvass		*
Assistant Public Defender Grade 6 \$72,247-\$96,160/yr	Public Defender	Removal of probationary	3/29/2022	4/1/2022	4/4/2022	4/5/2022	5/2/2022	Amanda Wadsworth	*
Assistant Public Defender (PT) Grade 6 \$36,123-\$48,080/yr (50% salary)	Public Defender	Went to FT	4/30/2022	4/28/2022	5/3/2022	5/9/2022	Posted		Grant Funded
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	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		*

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of June 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	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		*
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		*
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/Posted		*
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		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Resignation	3/5/2022	3/14/2022	3/14/2022	3/17/2022	Exam file apps/cert		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Resignation	3/10/2022	3/10/2022	3/11/2022	3/11/2022	Exam file apps/cert		*

Attachment: June 2022 (10737 : June Vacancy Report)

* Funded in 2022 Budget

** Will Discuss