



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, June 10, 2021

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:02 AM by Committee Chair, Susan Wilson

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Vice-Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member,	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Chair,	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Valerie Puma	Cortland Standard	Reporter	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Savannah Hempstead	Cortland County, NY	Deputy, Clerk of the Legislature	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	10:14 AM
Elizabeth Larkin	Cortland County, NY	County Clerk	Remote	

MINUTES

Government Operations Committee - Committee Meeting - May 13, 2021 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	George Wagner, Committee Vice-Chair
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Adopt Amended Cortland County Telecommuting/Telework Guidelines and Protocols Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/24/2021 6:00 PM
MOVER:	George Wagner, Committee Vice-Chair
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Adopt Amended Cortland County Telecommuting/Telework Guidelines and Protocols Policy

WHEREAS, the Cortland County Telecommuting/Telework Guidelines and Protocols Policy has been revised and updated to include the need for County Administrator approval, AND

WHEREAS, the amended Telework Policy is intended to supersede the County's current Telework Policy as well as any previously adopted changes to the current policy, AND

WHEREAS, the amended purchasing policy has been reviewed for content by the County Administrator, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the amended Telecommuting/Telework Guidelines and Protocols Policy, AND BE IT FURTHER

RESOLVED, that this policy will be effective June 25, 2021 for all County departments.

AGENDA ITEM NO. 2 – Adopt of Rules of Order - Cortland County Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/24/2021 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Adopt of Rules of Order - Cortland County Legislature

WHEREAS, Local Law No. 2 for year 1972, Section 202, Paragraph 5 established that the Cortland County Legislature is empowered to enact rules governing the conduct of the members at its sessions and the manner of transacting business thereat, AND

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules of its own proceedings, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 391-20 revising said Rules, AND

WHEREAS, the Government Operations Committee has reviewed and approved the recommended changes to the Rules of Order, NOW THEREFORE BE IT

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby adopted, AND BE IT FURTHER

RESOLVED, that all resolutions, which amend, repeal or in any manner affect these rules shall include proper reference to section, subsection or paragraph to maintain an orderly codification of these rules, AND BE IT FURTHER

RESOLVED, that the rules shall be published on the Cortland County website, AND BE IT FURTHER

RESOLVED, that this resolution shall take effect June 25, 2021.

ACTION ITEMS

1. Above Base Pay for Caseworker Position - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

DISCUSSION ITEMS

1. Review Employee Social Media Policy

RESULT:	COMPLETED
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2. Review County Diversity & Inclusion Statement

RESULT:	COMPLETED
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MONTHLY REPORTS

1. June Vacancy Report

RESULT:	COMPLETED
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2. June Monthly Budget Report - Personnel

RESULT:	COMPLETED
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3. June 2021 Monthly Report - County Attorney

RESULT:	COMPLETED
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4. County Clerk Monthly Report

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

RESULT:	COMPLETED
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6. Monthly Budget Report - Legislature

RESULT:	COMPLETED
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7. June Monthly Budget Report - Board of Elections

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:25 AM



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, May 13, 2021

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair, Susan Wilson

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Excused	
George Wagner	Cortland County, NY	Committee Vice-Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Excused	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member,	Remote	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Chair,	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Annette Barber	Cortland County, NY	Personnel Director	Present	
Laurie Leonard	Cortland County, NY	Deputy Personnel Director	Present	
Savannah Hempstead	Cortland County, NY	Deputy, Clerk of the Legislature	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Valerie Puma	Cortland Standard	Reporter	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Remote	
Elizabeth Larkin	Cortland County, NY	County Clerk	Remote	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Remote	

Minutes Acceptance: Minutes of May 13, 2021 10:00 AM (MINUTES)

MINUTES

Government Operations Committee - Committee Meeting - Apr 8, 2021 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Member,
AYES:	Wagner, Fairchild-Preston, Bischoff, Wilson, Waldbauer
EXCUSED:	Sandra Price, Linda Jones

RESOLUTIONS

Executive Session

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

An executive session was held from 10:02 a.m. to 10:13 a.m., at which time on motion of Ms. Bischoff, seconded by Mr. Wagner, and unanimously approved to exit executive session.

AGENDA ITEM NO. 1 – Appoint County Personnel Officer - Personnel/Civil Service Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/18/2021 10:00 AM
MOVER:	George Wagner, Committee Vice-Chair
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Wagner, Fairchild-Preston, Bischoff, Wilson, Waldbauer
EXCUSED:	Sandra Price, Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

Appoint County Personnel Officer - Personnel/Civil Service Department

WHEREAS, the Cortland County Legislature has a vacant position of Personnel Officer AND

WHEREAS, the County Administrator and Government Operations Committee members, Susan Wilson and George Wagner were delegated and conducted interviews and offered a recommendation for this appointment, AND

WHEREAS, the County Legislature has received from the County Administrator and Government Operations Committee the recommendation for appointment of _____ as Personnel Officer, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint _____ as Personnel Officer at an annual salary of \$_____ (Grade 3, Step _____ Management Compensation Plan non-competitive class) in accordance with Section 15 of the New York State Civil Service Law, effective May 28, 2021 through November 17, 2022 AND BE IT FURTHER

RESOLVED, that the incumbent shall have the right to return to his/her previous position for one year from appointment, which includes a ninety day notice from the incumbent to return to said position or upon a mutually agreeable time period.

Minutes Acceptance: Minutes of May 13, 2021 10:00 AM (MINUTES)

AGENDA ITEM NO. 2 – Reallocate Salary Grade for Personnel Officer - Personnel/Civil Service Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/18/2021 10:00 AM
MOVER:	George Wagner, Committee Vice-Chair
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Wagner, Fairchild-Preston, Bischoff, Wilson, Waldbauer
EXCUSED:	Sandra Price, Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

Reallocate Salary Grade for Personnel Officer - Personnel/Civil Service Department

WHEREAS, the County Administrator and the Personnel Officer have reviewed the salary grade for the Personnel Officer, AND

WHEREAS, the County Administrator and the Personnel Officer each recommend that the aforesaid position be reallocated from Grade 3 to Grade 1, NOW THEREFORE BE IT

RESOLVED, that the position of Personnel Officer be and hereby is reallocated from Management / Management Confidential Compensation Employment Policy Grade 3 (\$74,005 - \$90,037) to Grade 1 (\$85,522 - \$104,050) effective November 18, 2022.

AGENDA ITEM NO. 3 – Create Position of Personnel Technician Trainee/Personnel Technician - Personnel/Civil Service Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/18/2021 10:00 AM
MOVER:	George Wagner, Committee Vice-Chair
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Wagner, Fairchild-Preston, Bischoff, Wilson, Waldbauer
EXCUSED:	Sandra Price, Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

Create Position of Personnel Technician Trainee/Personnel Technician - Personnel/Civil Service Department

WHEREAS, the needs of the Personnel/Civil Service Department will be better served by creating one Personnel Technician Trainee/Personnel Technician position, AND

WHEREAS, the Government Operations Committee has reviewed the request and recommends the creation of this position, NOW THEREFORE, BE IT

RESOLVED, that one Personnel Technician Trainee/Personnel Technician position (Management/Management Confidential Grade 4 \$20,2040 - \$24,5813, competitive class) be created with permission to fill effective May 28, 2021 at 12:01 a.m.

AGENDA ITEM NO. 4 – Create Position of Temporary Planning Advisor - Planning Department

Minutes Acceptance: Minutes of May 13, 2021 10:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/18/2021 10:00 AM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	George Wagner, Committee Vice-Chair
AYES:	Wagner, Fairchild-Preston, Bischoff, Wilson, Waldbauer
EXCUSED:	Sandra Price, Linda Jones

ON MOTION OF FITCH

RESOLUTION NO.

Create Position of Temporary Planning Advisor - Planning Department

WHEREAS, the needs of the County will be better served by creating one temporary position of Planning Advisor, AND

WHEREAS, the Agriculture, Planning & Environmental Committee and the Finance and Administration Committees recommend the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one temporary position of Planning Advisor, (Management, Grade 4, Step 6, up to 17 hours/week) be created with permission to fill effective May 28, 2021, at 12:01, AND BE IT FURTHER

RESOLVED, that the Planning Advisor position will not be posted and will be filled by the current Director of Planning, AND BE IT FURTHER

RESOLVED, that said position will not exceed eighteen months in duration under Civil Service Law Section 64.3.

AGENDA ITEM NO. 5 – Amend Resolution 170-06 to Affirm the Terms of Office of Majority Leader and Minority Leader

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/27/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Member,
AYES:	Wagner, Fairchild-Preston, Bischoff, Wilson, Waldbauer
EXCUSED:	Sandra Price, Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

Amend Resolution 170-06 to Affirm the Terms of Office of Majority Leader and Minority Leader

WHEREAS, the Cortland County Legislature adopted Resolution No. 170-06 which created the offices of Majority Leader and Minority Leader with two year terms, AND

WHEREAS, the Cortland County Legislature adopted Local Law 7 of 2019 which modified the Term of Office for Cortland County Legislators from Two Years to Four Years, AND

WHEREAS, there is a need to amend Resolution 170-06 to reflect the adoption of Local Law 7 of 2019, NOW THEREFORE BE IT

RESOLVED, that: SECTION 5 of Resolution 170-06 is hereby amended as follows:

Minutes Acceptance: Minutes of May 13, 2021 10:00 AM (MINUTES)

SECTION 5. OATH OF OFFICE

The Majority and Minority Leaders, shall a take an oath of office.

AGENDA ITEM NO. 6 – Amend "Appendix B" of Local Law 2 of 2008 - Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees

RESULT: APPROVED [UNANIMOUS]

Next: 5/27/2021 6:00 PM

MOVER: Cathy Bischoff, Committee Member

SECONDER: George Wagner, Committee Vice-Chair

AYES: Wagner, Fairchild-Preston, Bischoff, Wilson, Waldbauer

EXCUSED: Sandra Price, Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

Amend "Appendix B" of Local Law 2 of 2008 - Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees

WHEREAS, Local Law No. 2 of 2008, Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees as outlined on "Appendix B" incorporated into the law by reference, AND

WHEREAS, Article IV. FINANCIAL DISCLOSURE (A) Positions Required to File states: "Attached hereto as "Appendix B", which is fully incorporated into this law by this reference, is a listing of all positions for which financial disclosure is required of the persons holding one or more positions contained therein. Said "Appendix B" may be amended by the adoption of a Resolution of the Legislature, as needed, subject to provisions of this law and New York State statutes. Any such amendments shall be effective immediately, and a certified copy thereof shall be filed with the Board of Ethics within five (5) days of adoption.", AND

WHEREAS, upon review of "Appendix B" it has been determined there is a need to amend said "Appendix B", to more accurately reflect the addition, deletion, and amendment of the titles of County Officials and Employees that are subject to this Local Law, AND

WHEREAS, the Cortland County Personnel Officer has reviewed "Appendix B" and updated it with the proper titles and positions to complete a Financial Disclosure form, AND

WHEREAS, the Government Operations Committee and the Board of Ethics has reviewed and recommends the amendments to said "Appendix B", NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature, upon review by the County Attorney or designee, hereby amends Local Law 2 of 2008, Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees "Appendix B" as follows:

APPENDIX "B"
Officers and Employees Required to File
Financial Disclosure Statement

County Legislators	Director of Information Technology
Clerk of the Legislature	Deputy Director of Information Technology
Deputy Clerk of the Legislature	Public Defender
County Attorney	Chief Assistant Public Defender
Chief Assistant County Attorney	County Coroners

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Director of Veterans' Services	District Attorney
County Clerk	Chief Assistant District Attorney
Deputy County Clerk(s)	Supervisor, Solid Waste Management
Director of Finance	Grant Administrator
Deputy Director of Finance	Administrative Services Manager
Manager of Audit and Financial Projects	Employment and Training Director
County Treasurer	Plan Administrator (Assigned Counsel)
Superintendent of Highways	Director of Emergency Response and Communications
Deputy Superintendent of Highways	Deputy Director of Emergency Response & Communications
Director of Community Services	Probation Director II
Personnel Officer	Commissioners of Elections
Deputy Personnel Officer	Public Health Director
Commissioner of Social Services	Deputy Director of Public Health
Deputy Commissioner(s) of Social Services	Director of Environmental Health
Director of Social Services (Administrative Services)	Director of Planning
Chief Social Services Attorney(s)	County Administrator
Sheriff	Director of Real Property Tax Services
Undersheriff	Director of Weights and Measures (Sealer)
Director of Area Agency on Aging	Superintendent of Buildings and Grounds
Assistant Director of Area Agency on Aging	Building Maintenance Foreperson

Advisory Boards and Committees

Members of the Cortland County Board of Ethics
 Members of the Cortland County Industrial Development Agency/Business Development Corporation
 Members of the Cortland County Board of Health
 Members of the Tobacco Asset Securitization Corporation
 Members of the Tompkins Cortland Community College Board of Trustees
 Members of the Cortland County Planning Board

, AND BE IT FURTHER

RESOLVED, that upon adoption, the Clerk of the Legislature is hereby directed to file with the Cortland County Board of Ethics a certified copy of this resolution within the required five day period.

Minutes Acceptance: Minutes of May 13, 2021 10:00 AM (MINUTES)

Monthly Reports

1. Board of Elections Monthly Budget Report

RESULT: COMPLETED

2. County Attorney Monthly Reports

RESULT: COMPLETED

3. County Clerk Monthly Report

RESULT: COMPLETED

4. Clerk of the Legislature Monthly Budget Report

RESULT: COMPLETED

5. Monthly Budget Report - Legislature

RESULT: COMPLETED

6. Personnel Department Monthly Budget Report

RESULT: COMPLETED

7. May Vacancy Report

RESULT: COMPLETED

8. Weights & Measures Monthly Reports

RESULT: COMPLETED

Discussion Items

1. Review Employee Social Media Policy

Discussion moved to June 2021 meeting.

RESULT: COMPLETED

2. Review County Diversity & Inclusion Statement

Discussion moved to June 2021 meeting.

RESULT: COMPLETED

3. Proposed Changes to the Cortland County Rules of Order

RESULT: COMPLETED

Minutes Acceptance: Minutes of May 13, 2021 10:00 AM (MINUTES)



Cortland County Administrative Policy Manual

Telecommuting/Telework Guidelines and Protocols Policy

Policy/Procedure Number:

Modified Date(s):

Resolution No.:

Effective Date:

Next Scheduled Review:

Objective:

To establish a policy and procedure to encourage, where appropriate, the use of alternative work arrangements in order to fulfill the mission of the County.

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

Legislative Policy Statement:

Responsible Department:

Personnel Department

General Information:

The purpose of this policy is to provide guidelines governing staff telecommuting/telework and to establish best practices when authorizing and making arrangements for an employee to telecommute/telework.

I. Definitions:

- Alternative Workplace Solutions (AWS): An alternative to typical office design and use predicated on permanently assigned County provided workspace. It includes such options as telecommuting or other alternative arrangements that have been agreed to by the Department Head and the employee.
- Appropriate Alternative Worksites: Typically the employee's residence that supports work and provides appropriate information technology (IT) connectivity and security precautions in support of the work.
- Centrally Located Worksites: Cortland County provided workspace where the employee would be required to work if they were not granted an AWS arrangement.
- Emergency Situation: An event, incident, or circumstance that interrupts or compromises operations at, or travel to or from, the Centrally Located



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Worksite. It may include a range of situations including, but not limited to, civil disruptions, inclement weather and associated travel conditions, natural disaster, public health emergencies, power outages, water main breaks, unusual traffic situations, or other scenarios where access to the worksite is compromised.

- Emergency Alternative Workplace Solutions: Emergency alternative workplace solutions performed in response to an approved emergency situation, including in response to an operating status announcement at the discretion of the County Administrator.
- Mobile Work: Work that is characterized by regular travel to and work performed in client locations or third-party worksites as opposed to the centrally located worksite. Mobile work may consist of fieldwork, such as site visits, site inspections, investigations, and court proceedings. It is distinguished from telecommuting in that the work must take place away from either the centrally located worksite or the appropriate alternative worksite and its specific to a target site or location. Mobile work may be combined with AWS.
- Remote Work: Performing the duties and responsibilities of the position and other authorized work activities at least one (1) or more days each work week on a regular and recurring basis from an appropriate alternative worksite instead of commuting to the employee's centrally located worksite.
- Telecommuting: A flexible work arrangement that allows an employee to work at home or elsewhere for part or all of the employee's regular work schedule.
- Telework: A work arrangement in which supervisors direct employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary worksite for an limited duration.
- Voluntary: Employee's choice to participate in an AWS.



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II. Policy:

- A. Telecommuting/Telework requests are submitted by the employee or the person's designee for review and approval. AWS arrangements may be implemented where appropriate and approved by the Department Head and County Administrator for eligible employees, upon notice to the County Administrator and Personnel Director of the terms and conditions of the arrangements.
- B. Telecommuting/Telework arrangements are not appropriate for all employees. No employee is entitled to, nor guaranteed the opportunity to have an AWS schedule. It is not a universal employee benefit and employees do not have the "right" to AWS arrangements. Offering the opportunity for an AWS arrangement is based on the discretion of the employee's Department Head. All employee's participation is mutually agreeable, except in case of emergency when employees may be required to work from home. All AWS arrangements must meet the criteria in this policy and may be terminated at any time by the Department Head. Each employee request will be considered and approved on a case-by-case basis under special circumstances such as a pandemic or natural disaster.
- C. Telecommuting/Telework will be used when appropriate to the particular needs of the Department and employee. Implementation and termination of the AWS agreements will be at the discretion of the employee's Department Head.
- D. Telecommuting/Telework may be approved on a time-limited basis and exceptions may be required to meet departmental needs.
- E. Denial and termination decision are based on business needs or performance not personal reasons and are not grievable or arbitrary.



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- F. Individual approved telecommuting/telework arrangements will be reviewed every two (2) weeks to determine whether or not the arrangement should continue forward.
- G. Supervisors are responsible to develop a means of evaluating hours worked or work performance, and holding the employee accountable, as they would normally do for staff working in the office.
- H. The policies and procedures that normally apply to the central workplace shall remain the same for teleworking employees. This shall include but not limited to performance management. Telecommuting/Teleworking assignments do not change the conditions of employment or required compliance with policies and procedures.

TERMS AND CONDITIONS OF TELECOMMUTING/TELEWORKING ARRANGEMENTS

All telecommuting/teleworking arrangements shall be in writing and include the responsibilities of both the agency and the employee. An employee wishing to request an AWS arrangement shall submit a written request to the employee's Department Head. An AWS arrangement must be mutually agreed upon in writing by the employee, Department Head, and the County Administrator. A copy of said agreement must be provided to the County Administrator and Personnel Director. Any changes, other than termination of the arrangement, to the written arrangement must also be documented in writing and approved by the employee, Department Head and County Administrator. Each participant in a teleworking arrangement must sign the document that contains the terms of the teleworking arrangement.

At a minimum, the telecommuting/teleworking arrangement shall comply with the policy provisions below:

- A. Compensation and Benefits: An employee's compensation and benefits will not change when the person works.
- B. When working at home or elsewhere, the telecommuter/teleworker is responsible for establishing and maintaining an adequate and safe work environment. The employee is responsible for providing the space,



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printing, network and/or internet capabilities and security at the appropriate alternative worksite, and shall not be reimbursed by the County for these or related expenses.

- C.** When working at home or elsewhere, the telecommuter is responsible for establishing a work environment free of interruptions and distractions that would affect performance.
- D.** The total number of hours that employees are expected to work will not change. This does not, however, restrict the use of alternative work schedules:

 - 1. Employees are expected to perform their work during standard business hours with reasonable amounts of time for breaks and lunch allotted.
 - 2. If the employee does not complete a full work day (if required pursuant to employment contract), accruals will be required to be charged.
 - 3. The telecommuter/teleworker and the Department Head will have agreed on the number of days of telecommuting allowed each week. The telecommuter/teleworker will maintain the assigned schedule
 - 4. The telecommuter/teleworker will maintain the agreed upon work schedule and be accessible via telephone and email during telecommuting hours.
 - 5. All work related communications by the telecommuter/teleworker must be sent to the employee's Supervisor, or Department Head or designee.
- E.** Just as the employee would do at the primary work location, the telecommuter/teleworker is responsible for recording hours worked, vacation, sick, or other leave on the designated time sheet. This time sheet



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will be signed, dated, and submitted electronically at the end of each day to the employee's immediate Supervisor, or Department Head or designee

- F.** Time at home or elsewhere spent in activities other than work must not be submitted as work-time; such circumstance would constitute falsification of time records for time not worked (theft of time) and could be grounds for discipline up to and including termination of employment.
- G.** In addition to the daily time log, each day the telecommuter/teleworker will email the Supervisor, or Department Head or designee, to confirm the start of the work day, breaks, lunch, and the end of their work day.
- H.** Staff are required to clearly document and log all work activities that are completed. Employees will submit this completed and signed log at the end of each day to their immediate Supervisor, or Department Head or designee.
- I.** If an employee is not performing work during the telecommuting or teleworking hours, they must charge accrual time.
- J.** If an employee falsifies time documents or is not performing at the expected level, the telecommuting/telework agreement may be revoked and the employee subject to discipline to an extent equivalent to the sanctions to which the employee would have been subjected if working from the main work site.
- K.** Telecommuting/Telework is not intended to permit employees to have time to attend to personal business, such as performing outside employment or providing dependent care or elder care. Employees who have an AWS arrangement are expected to have child and/or elder care arrangements during the period of time that they will be working.
- L.** The Telecommuter/Teleworker and the Department enter into a good faith arrangement when permitted an employee to perform their work assigns off site. If, for any reason the Department has reason to believe the



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Telecommuter/Teleworker is not acting in good faith in their performance of work during the employee's documented work hours, the Department may request further documentation and/or information regarding the employee's alternate work site environment and its suitability to perform the employee's work assignments.

- M.** Performance standards for off-site employees are the same as performance standards for on-site employees.
- N.** Supervisor expectations of a teleworker's performance and work assignments should be clearly outlined, agreed to, and understood, in advance of the start of the telecommute/telework event. As with on-site employees, teleworkers must and can be held accountable for the results they produce.
- O.** Supervisors will:
 - 1. Remain equitable in assigning work and rewarding performance.
 - 2. Avoid distributing work based on "availability" as measured by employee presence in the office.
 - 3. The Supervisor will set up regular discussion during which the supervisor and employee can review completed items and the status of items in progress.
 - 4. Give feedback as you would with any employee. It should be direct and offer examples of where the employee is meeting or failing to meet expectations. Feedback should also give the employee the opportunity to seek clarification.
 - 5. Address problems and resolve quickly before they escalate to the detriment of the telecommuting/telework arrangement.



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P. The County has limited amount of laptops available for telecommuters/teleworkers. If available, the County will have the telecommuters/teleworkers sign out available equipment for utilization. This is the preferred option for telecommuters/teleworkers. If the county does not have available laptops to sign out, telecommuters/teleworkers will generally be required to provide their own computer equipment, software, and peripherals. The following are the rules related to equipment and costs:

1. Employees who are approved for telecommute/telework will be provided temporary VPN access to the person's desktop so work can continue to be done as if the person were working on the computer in the office. This is so all work completed, saved, and downloaded will remain on the County system. Employees are not authorized to save any work documents, emails, etc. to the employee's personal equipment's internal or external hard drive or desktop.
2. An employee who uses their own personal equipment for telecommuting/telework acknowledges and releases the County and the person's Department from any and all liability.
3. If County equipment is used, the employee must exercise reasonable care for the equipment and the employee may be held liable for damage caused by negligence.
4. County equipment should not be used for personal/other purposes beyond the incidental personal use it might receive if in the office.
5. Damage to any personal equipment being used for telecommuting/telework is generally the responsibility of the telecommuter. Preventable damage (as determined by



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the Department Head) to any County equipment being used for telecommuting is the responsibility of the telecommuter/teleworker.

6. Normal wear and tear on personal equipment being used for telecommuting is the responsibility of the telecommuter/teleworker. Normal wear and tear (as determined by the Department Head) on County equipment being used for telecommuting/telework is generally the responsibility of the Department.
7. Internet costs which are necessary for email and search functions are paid for by the telecommuter/teleworker.

Q. Work related long-distance telephone (voice) expenses that may be incurred by the employee at home will not be reimbursed by the Department. Work related long-distance and regular phone expenses are the responsibility of the telecommuter/teleworker.

R. Employees must take responsibility for the security of the data and other information that they handle while telecommuting/teleworking. This means they need to safeguard information and data including:

1. Be familiar with, understand, and comply with all HIPAA and Confidentiality policy and safety protocols for accessing any local and state systems remotely.
2. Participate in confidentiality training.
3. Maintain security of any relevant materials, including files, correspondence, and equipment, separating them from personal property and equipment.
4. No protected health information or otherwise confidential information should be kept on personal electronic



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equipment, in accordance with HIPAA and other confidentiality rules.

5. Have a private space when conducting business discussions via the telephone with individuals, clients, supervisors, etc.
 6. Assure that no other members of their household views or has access of any kind to any client materials or information. Breach of confidentiality is grounds for discipline.
- S. Telecommuting/Teleworking employees must report their inability to conduct work due to illness or personal issues just as they would on a non-telecommuting/non-telework day. If a pattern of usage of unscheduled absences in connection with telecommuting/teleworking days becomes noticeable and the Department suspects abuse, the Department will address the situation with the employee. If the situation is not resolved to the Department's satisfaction, the telecommuting/teleworking agreement can be revoked and the employee may be subject to discipline.
- T. Employees who remote work will be covered by workers' compensation for all job-related injuries occurring during their defined work period. The employee is responsible for maintaining a safe or ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during the remote working arrangement. Workers' compensation will not apply to non-job-related injuries that occur at the remote work site. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. Cortland County will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises and the employee will hold the County harmless for injury to others at the remote work site.



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- U. In the event of a job-related incident, accident or injury during AWS working hours, the employee shall report the incident to their supervisor as soon as possible within twenty- four (24) hours and follow established procedures to report and investigate workplace incidents, accidents, or injuries.
- V. AWS employees shall not hold business meetings with internal or external clients, customers, or colleagues at their residence.
- W. The agency may terminate the teleworking agreement at its discretion and at any time. The Department may determine that it is no longer in the best interest of the County to continue the telecommuting/telework arrangement. For example, the Department might deem that an employee's tasks are no longer suitable for telecommuting/telework; find that work product, productivity, or accountability standards are not being met; or a short- term need or other premise that gave rise to the telecommuting/telework arrangement may no longer exist. When the Department determines to terminate the Telecommuting/Telework Agreement, it will provide a minimum of seventy-two (72) hours' notice or less if mutually agreeable between the County and the employee to return back to the office for all work activities. Termination of a telecommuting/teleworking arrangement by Administration is not a situation that can be grieved or arbitrated.

ADD AGREEMENT FORMS

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ARTICLE I DEFINITIONS

1. **Agenda** – is a summary of the order of business expected to come before a particular meeting of the Legislature. All bid openings, communications, petitions, notices, committee reports, annual reports, audits, resolutions, proclamations, recognitions, as well as any other business to appropriately come before the Legislature shall be listed.
2. **Amendment** – is a proposal to change the wording of a motion or a resolution. Upon request of any legislator in attendance, an amendment must be submitted in writing and distributed to all members.
3. **Amend Something Previously Adopted** – is a motion to change the Legislature's action on a portion of a resolution that has been adopted. This motion is in order as long as the portion to be amended is not something that has already been done that cannot be undone. A motion to amend something previously adopted requires a two-thirds vote without notice, or a majority vote of the entire membership with notice.
4. **Article** – is any resolution, petition, communication, notice, or report.
5. **Article postponed indefinitely** – is any article which is terminated for the particular Legislative session at which it is postponed indefinitely.
6. **Article postponed to time certain** – is any article postponed to a specific time (time c e r t a i n) to be taken up on a specific day.
7. **Authorized Agency** – is a corporation, association, institution, or agency authorized to receive and expend County money (see County Law, § 351).
8. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-A of these Rules, Local Law No. 2 of 1972, and County Law §151.
9. **Citizen's Advisory Committee** – the County Legislature, by resolution, may appoint a committee of citizens of the County to act in an advisory capacity to any committee, department or office on any subject relating to the County government, pursuant to provisions in County Law §154. Term of said Committee shall not exceed the term of the appointing Legislature.
10. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).
11. **Clerk** – is the Clerk of the Cortland County Legislature appointed in accordance with Article II of these Rules, Local Law No. 2 of 1972, and County Law §400-4(a) and County Law §475 or any amendments.
12. **Committee of the Whole** – is a committee composed of the members of the Legislature for the purpose of considering a subject which the members do not wish to refer to a Standing or Special

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Committee, but which is not in proper form for their final action. Committee of the Whole is NOT an executive session.

13. **Conflict of Interest** – no municipal officer or employee shall have an interest, direct or indirect, in any contract with the County of Cortland, or engage in any other activity prohibited by the Cortland County Code of Ethics (Local Law No. 2 of 2008), when such officer or employee, individually or as a member of a board, has the power or duty to:
 - A. Negotiate, prepare, authorize or approve a contract or authorize or approve payment thereunder;
 - B. Audit bills or claims under the contract; or
 - C. Appoint an officer or employee who has any of the powers or duties set forth above.
14. **Communication** – is any written instrument advising the Legislature of facts, situations, or problems (past, present, or future) having to do with the operation of Cortland County Government or the Legislature's powers under County Law. For informational purposes, official communications may be distributed to ~~or~~ and received and filed by the Legislature.
15. **Day** – a period from a certain day within which, or after, or before which, an act is a u t h o r i z e d or required to be done, meaning the number of calendar days exclusive of the calendar day from which the reckoning is made. If such period is a period of two days, Saturday, Sunday, or a public holiday must be excluded from the reckoning if it is an intervening day between the day from which the reckoning is made and the last day of the period. In computing any specified period of time from a specified event, the day upon which the event happens is deemed the day from which the reckoning is made. The day from which any specified period of time is reckoned shall be excluded in making the reckoning (see General Construction Law §20).
16. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.
17. **Ex-officio** – a member of the committee or board by virtue of an office held. Ex-officio members of committees have the same rights and privileges as all other members of the committee or board, including the right to vote. If an ex-officio member is NOT under the authority of the organization (Legislature), he/she has all rights and privileges, but not the obligations of a regular member, and does not count toward a quorum. An ex-officio member who IS under the authority of the Legislature (Chair) IS counted in the quorum.
18. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.
19. **Executive Session** – that portion of a meeting not open to the public. **Proceedings in Executive Session shall be confidential** unless the Legislature votes otherwise, or is required to be made public in accordance with NYS Public Officer's Law. The Legislature may conduct an executive session upon a majority vote of the Legislature taken in an open meeting, after a motion to enter

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into executive session, for one of the purposes enumerated in Public Officer's Law §105 (1) (a) through (h) as follows:

- A. matters which will imperil the public safety if disclosed;
- B. any matter which may disclose the identity of a law enforcement agent or informer;
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. discussions regarding proposed, pending or current litigation;
- E. collective negotiations pursuant to article fourteen of the civil service law;
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- G. the preparation, grading or administration of examinations; and
- H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

However, no action by formal vote shall be taken to appropriate public moneys during executive session.

Minutes of executive session shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. The summary need not include any matter which is not required to be made public by the Freedom of Information Law. Minutes taken in executive session shall be available to the public within one week from the date of the executive session.

Attendance at executive session shall be permitted to any members of the legislature and any other persons authorized by the Legislature.

- 20. **Interest** – a direct or indirect pecuniary or material benefit accruing to a County officer, employee or appointed official, spouse or child, whether the result of a contract with the County or otherwise. For the purpose of this chapter, a County officer, employee or appointed official shall be deemed to have an interest in the contract if (i) a spouse and/or children, except a contract of employment with the County; (ii) a firm, partnership or association of which such officer, employee or appointed official or spouse or child is a member or employee; (iii) a corporation of which such officer, employee or appointed official, or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by, or controlled directly or indirectly by an officer, employee or appointed official, or his/her spouse or child.
- 21. **Journal** – is the copy of the record of proceedings of the Cortland County Legislature for a calendar year in printed bound volume, or recorded by electronic means, or both, certified by the Clerk of the



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Legislature as a true copy. The Clerk of the Legislature shall ensure that a printed copy is published annually pursuant to County Law (see County Law, § 211).

22. **Legislature** – is the Cortland County Legislature, the elected county governing body, by whatsoever name designated. Whenever the term "County Board," "Board of Supervisors," "County Governing Board," "Elective governing body of the county" is referred to in any law, contract, or document pertaining to any of the functions, powers, obligations, and duties of such governing body, it shall be deemed to mean and refer to the County Legislature (see County Law§150-a).
23. **Majority Leader** – is the Cortland County Legislature's Majority Leader selected in accordance with Resolution No. 170-06.
24. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.
25. **Meeting** – the official convening of ~~a public body~~ a legislative body for the purpose of conducting public business. This includes any meeting of a committee and any special, organizational, or other meeting.
26. **Member** – is either a duly elected member of the Cortland County Legislature or a member appointed by authority of Local Law No. 2, Article II, § 204, VACANCIES, for year 1972.
27. **Minority Leader** – is the Cortland County Legislature's Minority Leader selected in accordance with Resolution No. 170-06.
28. **Minority Report** – is the written report of ~~the a~~ minority party or a minority of any standing or special or committee.
29. **Motion** – is a formal proposal for action by a member in a meeting.
30. **Motion to Discharge** – is a motion relieving a Standing or Special committee of its responsibility to consider a matter referred to it and placing the matter on the agenda of the following meeting of the Legislature.
31. **Motion to Reconsider** – is a motion, subject to time limits, to bring again before the Legislature a motion which has been adopted, defeated, or postponed indefinitely, as long as something has not already been done which cannot be undone. This motion may only be made by a member who voted on the prevailing side. Requires a majority vote of the Legislature.
32. **Motion to Rescind** – is a motion to revoke the Legislature's action on a motion which has been adopted, as long as something has not already been done which cannot be undone. Requires a two-thirds vote of the Legislature.
33. **Motion to Suspend the Rules** – is a motion suspending the Rules of Order which requires a two-thirds vote and may be made by any member of the Legislature.
34. **Notice to Incoming Members** – the notice referenced in Article II, Section B. 1 of these Rules

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shall be in writing and shall be served by United States mail addressed to each incoming member at his/her last known postal address at least 48 hours before the date and time of the meeting (see County Law, §151(1).)

35. **Petition** – is a written request for action by the Legislature on a matter having to do with the operation of Cortland County Government or the Legislature's power under County Law.
36. **Previous Question** – is a motion to immediately end debate and amendment and take a vote on the question(s) before the Legislature. It requires a second, and a two-thirds vote, which is taken separately from and before the vote on the motion(s) to which it is applied.
37. **Privilege of the Floor** – is an opportunity granted to a person who is not a member of the Legislature to address an issue that is on the current Legislative agenda (see Article III Section 1.A.vi. for detail).
38. **Quorum** – is a majority of the total number of members of the Legislature, should no vacancy exist (see County Law §153(2) and General Construction Law §41).
39. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.
40. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.
41. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.
42. **Regular Meeting** – is a meeting called for the purpose of transacting any and all business which the Legislature is authorized or permitted by law to transact.
43. **Resolution** – is a written instrument for consideration by the Legislature as recommended by a committee or the Chair in carrying out its power and duties pursuant to Statute or expressing the sense of the Legislature on a matter having to do with the operation of Cortland County Government.
44. **Resolutions of a Permanent Nature Requiring a Two-Thirds of Total Weighted Vote** – require a two-thirds vote of the total weighted vote and shall include those:
 - A. authorizing the purchase of property (See County Law, § 215);
 - B. authorizing the issuance of bonds (See General Municipal Law, § 99-g);
 - C. conveying property previously owned by the County, except property acquired by tax sale deed or for purposes of establishing a highway right of way (see County Law, § 215);
 - D. giving an easement or other substantial interest in property owned by the County (see County Law, § 215);

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- E. regarding membership of County employees in a State Retirement System;
- F. authorizing a class of property tax exemptions;
- G. creating departments, boards, or councils;
- H. amendment of the Rules of Order of the Cortland County Legislature;
- I. motions suspending the adopted parliamentary authority;
- J. any other action requiring a two-thirds vote as mandated by Federal, State or County law.

45. Resolutions Not of a Permanent Nature – require a majority vote of the total weighted vote and shall include those:

- A. transferring any funds within account numbers in excess of ~~\$10,000~~\$25,000;
- B. authorizing contracts;
- C. authorizing awarding of bids;
- D. authorizing correction of an assessment roll if approved by the Director of Real Property Tax Services; or
- E. other business which may appropriately come before the Legislature, which does not require a vote other than a majority vote.

46. Roll Call Vote – shall be taken as required by Statute or may be ordered on any pending motion at the request of a single member. The total number of weighted votes shall be entered in the record, along with the names of members voting for or against a matter considered by the County Legislature.

46.47. Special Article – is any resolution, petition, report, communication or motion which may appropriately come before the Legislature at a meeting without, however, being included on the agenda, upon approval of a majority of the Legislature.

47.48. Special Committee – is a special committee established by resolution of the Legislature. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. Members are to be appointed by the Chair from the membership of the Legislature. Each member shall serve for the period specified in the resolution, but in no event longer than his or her term on the Legislature (County Law, § 154[2]).

48.49. Special Meeting – is a meeting called by the Clerk of the Legislature upon direction of the Chair or upon a written request signed by a majority of the members of the Legislature. Notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail or by electronic means upon each member (as he/she directs) by the Clerk of the Legislature at least forty-eight (48) hours before the date fixed for holding the meeting, or a member may waive the service of the notice for such meeting by a writing signed by him/her. Only business specified in the notice thereof may be transacted at a special meeting. (see County Law, §152).

49.50. Special Order – a motion made to consider an item not included on the agenda. Requires a two-

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thirds vote.

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- ~~50~~**51. Sponsor** – is the member or members whose motion or resolution is appropriately brought before the Legislature.
- ~~51~~**52. Standing Committee** – is a committee established in accordance with Article XII of these Rules ~~by the Legislature for the purpose of aiding and assisting the Legislature in the transaction of its business. A resolution or local law establishing such committee shall specify the powers, duties and number of its members. Members are to be appointed by the Chair from the membership of the Legislature.~~ (see Article XII of these rules, County Law §154(1), and Local Law No. 2 of 1972).
- ~~52~~**53. Table** – is a motion to allow the Legislature to lay the pending question(s) aside temporarily when something of an urgent nature arises. Is subject to time limits and requires a majority vote of the Legislature.
- ~~53~~**54. Take from the Table** – is to make pending again before the Legislature a motion or resolution that had been previously tabled. It requires a second, is not debatable and requires a majority vote for adoption.
- ~~54~~**55. Total Vote** – is the total number of weighted votes of all members of the Legislature.
- ~~55~~**56. Weighted Vote** – the number of votes each Legislator casts at a Legislative meeting in a roll call vote pursuant to the current duly adopted plan of apportionment. ~~(Local Law No. 2 of 2002).~~
- ~~56~~**57. Whole Number of Members** – is the total number of members that the Legislature would have were there no vacancies and were none of the members disqualified from acting (see County Law, § 153(9) and General Construction Law §41).

ARTICLE II ORGANIZATION

1. Biennial Organizational Meeting

A. Scheduling

In accordance with County Law §151 and Local Law No. 2 for year 1972, Article II, Section 202, the County Legislature shall meet on the first Wednesday of January at 10:00 a.m., except when the first Wednesday shall be January 1st, in which event it shall be the following day, and every even year thereafter for the purpose of organization and for the transaction of such other business as may come before it.

B. Notification

- i. The Clerk of the outgoing Legislature shall serve upon each member of the incoming Legislature a notice stating:
 - a. the date, time, and location of the organizational meeting;



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- b. that a Chair shall be elected; and
 - c. any other matter to come before the Board.
- ii. In the event of the inability or failure of the Clerk of the outgoing Legislature to serve notice as provided in Article II, Section B. 1 of these Rules, the County Clerk of Cortland County shall call the biennial organizational meeting on or before January 15th in even- numbered years.

C. Business

The business to come before the biennial organizational meeting shall be as follows:

- i. election of a Chair (County Law §151, Local Law No. 2 of 1972);
- ii. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);
- iii. receive and file the designation of the Majority Leader and Minority Leader (if available);
- iv. appointment of a County Attorney (County Law §400(4)(a), §500);
- v. appointment of a County Auditor (County Law §600);
- vi. appointment of a Public Defender (County Law §716);
- vii. appointment of a Veterans' Services Officer (County Law §800); and
- viii. any other business necessary and appropriate to come before the meeting.

2. Elections and Appointments

A. Appointment Process Timeline

- i. In September of the year during which the term of appointment is set to end (no later than the last working day of the month), the current employees shall indicate to the Chair of the Committee to which they report:
 - a. Clerk of the Legislature – Government Operations Committee
 - b. County Attorney – Government Operations Committee
 - c. County Auditor – Finance & Administration Committee
 - d. Public Defender – Judiciary & Public Safety Committee
 - e. Veterans' Services Officer – Health & Human Services Committee

* Whether or not they shall seek another term of appointment, the notice by the current appointee shall be delivered in writing to the appropriate Committee Chair AND the Personnel Officer.



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- ii. In October, following the appointees' indication in September of a decision to seek another term, the Chair of the Committee shall:
 - a. In the event the appointee seeks re-appointment, the current appointee's performance evaluation shall be reviewed in the month of October; or
 - b. In the event the appointee does NOT seek re-appointment, have the Personnel Officer post the position as vacant as of December 31st of that year, subject to appointment at the biennial organizational meeting of the Legislature as the Rules of Order provide.
- iii. In November, following the current appointee's performance evaluation, the Chair of the Committee to whom the appointee reports shall indicate the committee's:
 - a. Recommendation to re-appoint the current appointee; or
 - b. Request to determine the position as an anticipated vacancy as of December 31 of that year and to have the Personnel Officer post the position as such subject to appointment at the biennial organizational meeting of the Legislature as the Rules of Order provide.

Any person who meets the minimum qualifications for one of the appointed positions shall apply to the Personnel Officer to fill one of the anticipated vacancies. The current appointee who has not been recommended for re-appointment may apply for the posted position.

- iv. At the next biennial organizational meeting, the full Legislature shall appoint persons to fill each of the positions scheduled to be filled as follows:
 - a. 1st The current appointee recommended by the last sitting committee shall be nominated and considered for the position by vote of the new sitting legislature; if not approved for appointment by a sufficient vote of the legislature; then
 - b. 2nd The legislature shall then nominate and consider from the applicants who filed appropriate documentation with the Personnel Officer, any such successfully nominated applicant shall be subject to meeting other requirements as the County has established (i.e. drug test); if no such applicant is approved for appointment by a sufficient vote of the legislature; then
 - c. 3rd The legislature shall accept from the floor nominations of persons who did not apply. These nominations shall be subject to providing valid and sufficient proof that they meet the minimum qualifications for the position and subject to all other requirements demanded of new employees of the County.

B. Procedure for Election of a Chair

- ~~i. In accordance with Article II, Section 202, ORGANIZATION, of Local Law No. 2 for year 1972, at each biennial organizational meeting, the Clerk of the outgoing Legislature shall call the meeting to order and preside over the election of the Chair.~~

- ~~ii. The Chair shall be elected by a majority vote of the whole number of weighted votes of the total membership of the Legislature. The Clerk of the County Legislature last elected shall act as Chairman pro tem. He/She shall call the County Legislature to order and call the roll, followed by a pledge of allegiance to the flag. Whereupon the~~

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Chairman pro tem shall declare, "The first order of business is the election of the Chairman." Nominations for the office of Chairman shall then be taken from the floor and such nominations must be seconded. Before proceeding to an election, the Chairman pro tem shall inquire if there are any further nominations. If there is no response, the Chairman pro tem shall declare the nominations closed. Voting shall be by full roll call with each legislator, when the legislator's name is called, declaring the name of the candidate of the legislator's choice who has been duly nominated and seconded. Should there be no weighted majority of the Legislature after the initial roll is called, the two nominees receiving the highest number of votes shall then be the only candidates named for a second round of roll call voting. Voting will again be by full roll call with each legislator, when the legislator's name is called, declaring the name of one of the two candidates remaining. Voting of the County Legislature; whereupon the Chairman pro tem shall declare the duly elected Chairman. Upon election, the Chairman shall immediately assume all duties and responsibilities of the office and shall continue to act in such capacity until the termination of his/her office.

~~iii~~ ii. The Chair's term will be through December 31 in the next odd-numbered year.

~~iv~~ iii. In the event a Chair is not elected at the biennial organizational meeting, a Chair shall be elected at a recessed meeting held no later than February 1 in the even-numbered year.

~~v~~ iv. In the event of the failure of the Legislature to elect a Chair on or before February 1 in the even-numbered year, the County Clerk of Cortland County shall appoint a member of the Legislature as Chair, who shall serve through December 31 of the next odd-numbered year.

C. Appointment of a Clerk

- i. At each biennial organizational meeting following the election of the Legislature, the Legislature shall appoint a Clerk of the Legislature, in accordance with County Law §400 (4)(a) and County Law §475. The Clerk of the Legislature shall also serve as County Historian.
- ii. The Clerk of the Legislature shall be appointed by a majority vote of the weighted votes of the total of the Legislature.
- iii. The Clerk of the Legislature shall serve at the pleasure of the Legislature until replaced or removed by the Legislature (see County Law, § 475[1]).

D. Appointment of the County Attorney

- i. At each biennial organizational meeting following the election of the Legislature, the Legislature shall appoint a resident attorney as County Attorney, in accordance with § 500 of County Law.

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- ii. The term of office of the County Attorney shall run concurrent with the elected members of the Legislature, in accordance with County Law, § 500.
- iii. The County Attorney shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

E. Appointment of the County Auditor

- i. At each biennial organizational meeting following the election of the Legislature, the Legislature may appoint a County Auditor, in accordance with County Law, § 600.
- ii. The term of office of the County Auditor shall be for the term for which the membership of the Legislature appointing him/her was elected, in accordance with County Law, § 600, or for a term as may be determined by local law not to exceed four years.
- iii. The County Auditor shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

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F. Appointment of a Public Defender

- i. At each biennial organizational meeting following the election of the Legislature, the Legislature shall appoint a Public Defender, in accordance with Local Law No. 2 for year 19662021. (See County Law, § 716).
- ii. The term of the office of Public Defender shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Public Defender shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

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G. Appointment of a Veterans' Services Officer

- i. At each biennial organizational meeting following the election of the Legislature, the Legislature shall appoint a County Veterans' Services officer, in accordance with County Law § 800.
- ii. The term of office of the Veterans' Services shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Veteran's Services Officer shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

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ARTICLE III



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AUTHORITY OF THE CHAIR

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1. Legislative Meetings

A. At any meeting of the Legislature, the Chair shall:

- i. call the meeting to order at the set time;
- ii. proceed to the business in the manner prescribed by these Rules, unless there is no quorum;
- iii. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate;
- iv. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously; this ruling shall be subject to appeal from the ruling of the Chair;
- v. rule on the priority of business and all points of order, subject to appeal from the ruling of the Chair. On each appeal, the Chair shall have the right to speak first and last in debate, if the question is debatable, to explain the reason(s) for the ruling; ~~all other members may speak once in debate if the question is debatable;~~
- vi. grant the privilege of the floor to individuals who have signed in before the beginning of the session and set the time limit, up to but not more than ~~five-three (53)~~ minutes per speaker:

Public Comment: Privilege of the floor shall be granted to any individual in the manner prescribed as follows: Any person or group may request permission to appear before the Legislature by signing on the provided sign-in sheet. The Legislature will provide a thirty (30) minute public comment period, at the discretion of the Chair, or upon majority vote of the Legislature, the public comment period may be extended, before resolutions are acted upon. Said thirty minutes will be divided evenly among the number of persons or groups that wish to appear before the Legislature, with no one person or group appearing for more than ~~five-three (53)~~ minutes. The ~~five-three~~-minute time limit per speaker may be extended and/or limited at the discretion of the Chair or upon majority vote of the Legislature to accommodate the group. This rule shall not apply to the County Administrator, Department heads, or others invited to appear before the legislature. The Chair shall preserve order and decorum. He or she shall prevent any persons speaking, including members of the Legislature, from making personal or derogatory comments regarding individuals and he or she shall confine the speakers to subject matters pertaining to the agenda. The Chair shall have the authority to have disruptive individuals removed from the meeting.

These actions shall be subject to appeal from the ruling of the Chair:

- i. in the absence of a quorum, take actions necessary to obtain a quorum;
- ii. on the request of any member, or at his/her own discretion, divide a resolution that contains two or more distinct propositions; and which can be considered separately;
- iii. vote on all questions, unless excused from voting on a particular question;

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- iv. appoint a Chair pro-tem to preside over the Committee of the Whole;
- v. excuse a member from any meeting in accordance with the definition of an excused absence;
- vi. declare any meeting recessed at which a quorum cannot be obtained.

B. At any meeting of the Legislature, the Chair may:

- i. vary the order of business from the defined order of business, subject to appeal from the ruling of the Chair by the legislative body;
- ii. call any qualified individual temporarily to the position of Clerk of the Legislature, in accordance with County Law §400;
- iii. allow a minority report to be presented and heard; and
- iv. introduce a resolution to the Legislature when content or subject matter does not fall within the jurisdiction of a statutory committee.

C. The Chair may direct the Clerk of the Legislature to call a Special Meeting of the Legislature subject to limitation of these rules, and County law.

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2. Committee Responsibilities

The Chair shall:

- A. within 15 days of his/her election to the position of Chair, appoint all Committee Chairs and members of Standing Committees, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- B. within 15 days of creation of a Special Committee, appoint its Chair and members, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- C. fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;
- D. reassign or remove committee Chairs or members as necessary;
- E. when deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;
- F. subject to the approval by resolution of the Legislature, assign additional duties to Standing or Special Committees;



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- G. sit on Standing or Special Committees as an ex-officio member in compliance with County Law § 450.

3. **Communications**

A. **Resolutions**

Upon receipt of any resolution, forward it to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

B. **Communications from the Clerk of the Legislature**

Upon receipt of any petition, communication, or notice from the Clerk of the Legislature, forward it, if applicable, to:

- i. the Chair of the appropriate committee(s);
- ii. the Majority Leader;
- iii. the Minority Leader; and
- iv. other appropriate individuals.

C. **Communications from Others**

Upon receipt of any petition, communication, or notice from any individual other than the Clerk of the Legislature, forward it, if applicable, to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

4. **Oath of Office**

Within 20 days of being elected Chair, execute and file in the office of the County Clerk of Cortland County an official oath by being sworn in and signing the official oath book as Chair, in compliance with County

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Law, § 450. The Chair will also execute and file an official undertaking in such amount as required by the Legislature.

5. Administrative Responsibilities – The Chair

- A. shall supervise the Clerk of the Legislature;
- B. shall oversee the use of the Legislative Chambers and offices or shall designate an individual to oversee the use of the Legislative Chambers and offices;
- C. shall, no later than the last session in June of each year, give a State of the County address, at which time member reports may also be given;
- D. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;
- E. shall, in case of attack or public disaster, direct the performance by agencies and public offices of the County of specific duties and implement the provisions of Article Three of the New York State Emergency Defense Act and the County Emergency Plan;
- F. shall become familiar with the property, function, and fiscal affairs of the County;
- G. shall ensure that the statutory and local laws and resolutions of the Legislature and directions of County officials empowered to make the same are faithfully executed. Any neglect of duty shall be reported to the Legislature;
- H. shall determine which official shall perform a particular power or duty not clearly defined by law;
- I. may attend meetings of all boards, commissions, or other bodies appointed by the Legislature; those exercising County functions; or those expending County funds, in compliance with County Law, § 450;
- J. may inspect all books, accounts, records, or documents pertaining to the property, money, or assets of the County over which the County has control, in compliance with County Law, § 450;
- K. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;
- L. may transfer employees temporarily from one department or office to another, with the approval of the appropriate department head(s) or the Legislature, in compliance with County Law, § 450;
- M. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;

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- N. shall approve the agenda for Legislative sessions prior to distribution;
- O. shall, after his/her election as Chair, assign seating for the members of the Legislature; ~~or~~ delegate this authority to the Clerk of the Legislature;
- P. shall appoint the members of all management teams for the negotiating of labor contracts;
- Q. shall perform an annual performance evaluation with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, County Auditor, Public Defender, and Veterans' Services Officer;
- R. shall perform an annual performance evaluation for the County Administrator in compliance with the Administrator's current contract.

6. Temporary Chair

In the absence of the Chair for a meeting, the Majority Leader shall serve as temporary chair. In the absence of the Chair and the Majority Leader, the Minority Leader shall serve as the temporary chair. In the absence of the Chair, the Majority Leader, and the Minority Leader, a temporary chair shall be elected by a majority vote of those members present and voting. Said vote shall be overseen by the Clerk of the Legislature.

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7. Permanent Vacancy

In the event of a vacancy in the office of Chair as defined by Public Officers' Law, § 30, the Clerk of the Legislature shall, within ten calendar days of such vacancy, call a meeting of the Legislature with notice provided in accordance with these Rules. At such meeting, a member shall be elected Chair, who shall serve as Chair for the unexpired term.

In the event of the failure of the Legislature to elect a new Chair within 30 days after the vacancy, the County Clerk shall appoint a member of the Legislature to serve as Chair for the unexpired term.

**ARTICLE IV
AUTHORITY OF COMMITTEE CHAIRMEN**

1. Each committee Chair shall:

- A. appoint a Vice Chair to preside in his/her absence;
- B. schedule committee meetings and cause committee members and the Clerk to have notice of all meetings. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least 72 hours before such meeting. Public notice of the time and place of every other meeting shall be given, to the extent practicable, a reasonable time prior thereto (Public Officers Law §104.);
- C. schedule a committee meeting on receipt of a request signed by at least a majority of the committee members. Said request shall state a date, time, place, and subject for said meeting;
- D. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;
- E. add additional items not included on the agenda upon a majority vote of those present and voting, a quorum being present;
- F. upon receipt of any resolution, petition, communication, or notice, consult with each member of the committee in the manner he/she deems appropriate. Action can only be taken in an appropriately called and conducted meeting;
- G. invite appropriate individuals to a committee meeting when their resolutions are being considered;
- H. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;



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- I. delegate two members of the committee, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.

2. **Each committee Chair may:**

- A. appoint a person(s) from the standing committee membership to study any issue deemed appropriate, accountable to the full committee;
- B. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;
- C. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and
- D. present a resolution not already on the agenda to the Legislature by a motion suspending the rules.

ARTICLE V

RESPONSIBILITIES AND DUTIES OF THE CLERK OF THE LEGISLATURE

The Clerk shall:

1. keep a record of all acts and proceedings of the Legislature and be the custodian of records and papers having to do with the Legislature's actions (See County Law, § 475);
2. record in the minutes whenever the Privilege of the Floor is granted, specifying the speaker and including a brief summary of what was said;
3. record in the minutes the sponsor and the seconder of all resolutions and motions;
4. call the roll in alphabetical order by the members' surnames, with the Chair being called last, and enter it in the minutes, specifying which members were present, absent, excused, and how each member voted;
5. certify local laws and resolutions in the order in which they are adopted and consecutively number local laws and resolutions in separate series as they are certified, each series continuing through one calendar year;
6. forward copies of local laws and resolutions adopted by the Legislature to the appropriate parties;
7. publish all roll call votes in the Journal and maintain a record of roll calls, which shall be available for public inspection prior to publication in the Journal;

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8. maintain a general index of all local laws and resolutions of a permanent nature;
9. file all adopted Local Laws with the Secretary of State and the Cortland County Clerk and republish in the Newspaper of record as required;
10. file with the Cortland County Clerk all documents as directed by a majority vote of the Cortland County Legislature;
11. distribute to each member and others as deemed appropriate, or as directed by the Legislature or Chair, copies of the minutes of a Legislative session prior to or with the agenda of the next Legislative meeting;
12. upon direction of the Chair, or upon written request signed by a majority of the whole number of members of the Legislature, call a Special Legislative Meeting and serve personally or by mail upon each member at least 48 hours before the date fixed for the meeting, a written notice stating the date, time, location, and purpose of the Special Meeting in the case of an emergency, the 48 hour requirement may be waived by a majority vote of the Legislators present and voting, a quorum being present and all members having been notified (see County Law, § 152);
13. in the absence of a quorum, notify all members that a recessed meeting will be held giving the date, time, and location of the recessed meeting;
14. in the absence of the Chair, the Majority Leader, and the Minority Leader for a meeting, call the Legislature to order and preside over the election of a Chair Pro-Tem from the membership of the Legislature, who shall exercise the powers and duties of the Chair for the duration of the Chair's absence;
15. upon receipt of any petition, communication, or notice from anyone other than the Chair, forward a copy to the Chair, the Majority Leader, the Minority Leader, and other appropriate individuals;
16. on the fourth calendar day prior to a regular meeting, prepare and distribute an agenda which shall include, among other things, a listing of articles received in his/her office;
17. make copies of the agenda available to the public in his/her office after distributing it to the members and be responsible for posting said agenda to the Legislature's website;
18. make copies of all roll call votes available to the public one day after the conclusion of the meeting at which they were taken;
19. by 10:00 a.m. on the business day prior to a meeting, place a copy of each resolution to be considered at the meeting on the desk of each member, or send an electronic copy and have a paper copy on the desk of each member on the day of the meeting;
20. send notices of committee meetings to all Legislators, the County Attorney, and other appropriate individuals at least 72 hours in advance of a committee meeting;

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21. record all notices of committee meetings;

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22. receive reports as requested by the Legislature;
23. receive annual reports from Department Heads and heads of authorized agencies, as directed by the Legislature or required by law;
24. upon receipt of a tentative budget from the Budget Officer, distribute a copy to each member;
25. prepare a list of committees and their members, and distribute to all Legislators and Department Heads and have available for the general public within 30 days of the committee appointments;
26. within 50 days after election or appointment of new members, distribute to them the last Legislative Journal, the current County budget, and if available, the tentative County budget for the next fiscal year;
27. ensure each member has a copy of the current edition of *Robert's Rules of Order Newly Revised* and the Rules of Order of the Cortland County Legislature;
28. prepare an annual budget for the Legislature;
29. report to the Legislature through the Chair;
30. within seven business days following a Committee meeting but in no event no later than the day two days prior to the next Legislative Session, have prepared and forward draft minutes of the meeting to all Legislators that shall specify, among other items, the time, date, and place of the meeting, the persons in attendance, the resolutions voted on and the vote on each;
31. shall serve as the County Historian (see County Law, § 400);
32. shall serve as the Public Information Officer;
33. shall serve as the (Freedom of Information Law) FOIL Officer for Cortland County;
34. ensure that minutes of all Legislative and committee meetings are posted to the County's website in accordance with the time frames identified in Public Officers' Law §106, including video recordings of the meetings.
35. perform such additional duties as the Legislature or the Chair may direct (See County Law, § 475);

**ARTICLE VI
POWERS AND DUTIES OF THE COUNTY ATTORNEY AND THE COUNTY
ADMINISTRATOR**

1. **The County Attorney shall:**
 - A. act as the legal advisor to the Legislature and other County officials in all matters involving

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an official act of a civil nature (See County Law, § 501);

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- B. be present at all Legislative meetings unless excused by the Chair, and committee meetings, if requested by the Committee Chair. In cases where the County Attorney cannot be present, ensure that an Assistant County Attorney shall be present; and
- C. by 10:00 a.m. on the business day prior to a meeting, approve all resolutions included on the agenda for form and legal content, indicating his/her approval on the original copy, consulting with the sponsor if necessary, before approving said resolution.

2. The County Administrator shall:

- A. be directly responsible to the County Legislature, and, on behalf of the County Legislature shall perform the functions of chief administrative officer, with the County Legislature retaining the final administrative authority (see Local Law No. 7 for the of 2002, Local Law No. 3 for the year 2003;
- B. be the Budget Officer of the County, responsible for preparing the tentative budget and presenting it to the Budget and Finance Committee for approval and then to the County Legislature for final adoption (see Local Law No. 3 of 2003 and County Law §353 and §354); and
- C. any other duties as assigned by the Legislature which do not curtail, diminish, transfer or divest the Cortland County Legislature (or any elected official) of any functions, powers or duties (see Local Law No. 7 of 2002, Local Law No. 3 of 2003 and Municipal Home Rule Law §23, County Law §154(6)).

**ARTICLE VII
PRESENTATION OF RESOLUTIONS**

- 1. All resolutions shall be in writing and shall include a brief title summarizing the purpose of the resolution (see County Law, § 153).
- 2. All resolutions shall be filed with the Clerk of the Legislature, and whenever possible shall be written in the affirmative.
- 3. Resolutions to be included on the agenda shall have the majority vote of those present (a quorum being present) of the appropriate Statutory Committee and shall be filed on or before the fourth calendar day before a regular meeting, and at least 48 hours before a Special Meeting. Resolutions voted down by the Finance and Administration Committee shall be so noted when presented to the Legislature.
- 4. Resolutions creating a Special Committee shall specify the powers and duties of the committee and the number of members. (See County Law, § 154)



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5. Resolutions pertaining to bills pending before the Congress or the State Legislature shall specify the bill number and the name of the sponsor(s).
6. An amended version of a resolution on the agenda may be filed by the sponsor for consideration at any time before the Legislature convenes.
7. Upon the request of any member, an amendment to a resolution shall be in writing. Copies of the amendment shall be distributed to all members.
8. A sponsor, upon approval of a majority of the committee, may request permission to withdraw a resolution any time before a final vote is taken. The same resolution with the same intent may not be withdrawn by the sponsor more than three (3) times per calendar year.
9. A sponsor shall be given an opportunity to explain a resolution, its purpose, and his/her reason for introducing the resolution prior to the opening of debate in the Legislature.
10. The same resolution with the same intent offered by the same sponsor may be introduced as a new agenda item only three (3) times per calendar year.
11. Any resolution withdrawn from the Legislative agenda shall begin the committee approval process again and shall not be re-introduced unless the committee approval process is completed.

ARTICLE VIII MEETINGS

1. All meetings of the Legislature shall be held in the Legislative Chambers, Cortland County Office Building, 60 Central Avenue, Cortland, New York. The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting, except that no meeting shall be held outside the City of Cortland without an affirmative vote of three-fourths of the total membership of the Legislature (see County Law, § 152).
2. All meetings of the Legislature shall be public (see County Law § 152 and Public Officers Law §103).
3. The Legislature shall, in addition to the organizational meeting, hold regular meetings at 6:00 p.m. on the fourth Thursday of each month January through October. November and December meeting dates will be scheduled by the Clerk.
4. Special meetings shall be held in accordance with County Law §152(2) and these Rules. Only articles included in the written notice may come before the Legislature at the special meeting.
5. When the day specified for any meeting falls on a County holiday, such meeting shall be held at the time specified on the next business day.
6. If the Legislature is inquorate (without a quorum) for any meeting, a recessed meeting shall be declared.

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**ARTICLE IX
ORDER OF BUSINESS**

1. The order of business at each meeting of the Legislature shall be as follows, unless modified by the Chair in accordance with Authority of the Chair:
 - A. Salute to the Flag
 - B. Roll call of members
 - C. Approval of minutes of the previous meeting
 - D. Proclamations and Recognitions
 - E. Privilege of the Floor, including Public Comment Period as authorized by these rules
 - F. Presentation of petitions, communications, and notices
 - G. Reports of Standing and Special Committees
 - H. Special Orders
 - I. Articles Postponed to Day Certain
 - J. Unfinished Business
 - K. Presentation of Resolutions
 - L. Announcements
 - M. Adjournment
2. When necessary, the minutes of the previous meeting may be read if the members have not received them, or upon the request of any member. In the absence of corrections, the minutes shall stand approved without formal motion.
3. Articles Laid on the Table, except Articles Postponed to Day Certain, shall be considered Unfinished Business and shall be taken from the table upon approval of a majority vote of the total vote of the members present via the motion to Take from the Table.
4. No more than one amendment to an amendment may be pending at any given time on any resolution.
5. The Legislature shall set aside any other business at the time stated for consideration of a Special Order.
6. The time for consideration of a Special Order shall be advanced, postponed, or rescinded only with the approval of a two-thirds vote of the total vote of the members present.



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ARTICLE X MOTIONS AND THEIR PRECEDENCE

1. When the Legislature is considering a question, motions shall have precedence over another in the order stated below:
 - A. To adjourn
 - B. To recess
 - C. To raise a question of privilege
 - D. To lay on the table
 - E. Previous question
 - F. To postpone to day certain
 - G. To commit (refer to a committee)
 - H. To go into Committee of the Whole
 - I. To go into Executive Session
 - J. To amend
 - K. To postpone indefinitely
 - L. Main motion
2. The privileged motion to adjourn, and the motion to lay on the table are not amendable. The privileged motion to recess may be amended only as to the length or time of the recess. A motion to postpone to day certain may be amended only as to the day to which the question is postponed.
3. The privileged motions to adjourn and to recess, and the motions for the previous question, and to lay on the table are not debatable.
4. A motion to adjourn shall not be made while the Chair is putting a question, while a member has the floor, while the Clerk is taking a roll call vote, or while the Legislature is in the Committee of the Whole.
5. A question of privilege may be raised while another member has the floor.
6. Any question shall be laid on the table or postponed to day certain only once.
7. The Legislature, while in Committee of the Whole, shall not exercise Legislative powers and shall be presided over by a temporary Chair. The only motions that are in order under Committee of the Whole are to amend and adopt the report to be given and to "rise and report." Any formal action must be taken in the regular Legislative body. Committee of the Whole cannot refer the issue under consideration to another committee.

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8. When in Executive Session, the Legislature shall operate under these rules insofar as they are applicable. Proceedings in Executive Session shall be confidential unless the Legislature votes otherwise.
9. Any Committee may be discharged from further consideration of any matter entrusted to it by these Rules upon a majority vote of the whole number of members. The matter shall automatically be placed by the Clerk on the agenda for the next Legislative meeting.
10. A motion to reconsider any vote must be made on the day the vote proposed to be reconsidered was taken or at the next regular meeting of the Legislature. Such motion may be made only by a member voting on the prevailing side. Such motion may be made under any order.
11. A motion to rescind any resolution or motion shall be made only when no motion is on the floor. It shall require the affirmative vote of two-thirds of the Legislature, or a majority of the Legislature with previous notice.

**ARTICLE XI
RULES OF VOTING**

1. A majority of the total vote (weighted vote) of the whole number of members of the Legislature (17) shall be necessary to adopt any question, proposition, resolution, motion, or any other matter, except where it is otherwise provided herein or by statute that another form of approval is required.
2. Every member present when a vote is taken on any matter shall vote unless he/she has a direct interest in the matter or is excused by a majority weighted vote of the members present.
3. Members must be in their ~~assigned~~ designated seat when voting.
4. A roll call vote shall be called by the Clerk on any question where it is required by statute or these Rules, or on the request of any member (see County Law, § 153).
5. If a roll call vote is commenced on any question, it must be completed.
6. Members shall be called in alphabetical order according to their surnames, except that the Chair (permanent, temporary or Chair Pro-Tem) shall always be called last.
7. Any member shall have the right to have his/her vote on any question recorded and entered in the minutes upon his/her request, without explanation and without requesting a roll call vote.
8. An absent legislator cannot vote on a motion. However, mathematically, the Legislature cannot reduce the total number of weighted votes. A member recorded as absent or excused shall not have a vote. The total number of weighted votes cannot be reduced by an absence or excuse of a member, so the total vote required to adopt any motion shall be based on the total vote of the full Legislature.



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ARTICLE XII **COMMITTEES**

1. Members of all Standing Committees shall be appointed for terms of two years, or until reassigned or removed by the Chair, commencing January 1 of the even-numbered year, but nothing herein contained shall be construed to allow any person to continue to serve on any Committee after ceasing to be a member of the Legislature.
2. In accordance with these Rules, the Chair shall have the authority to reassign or remove committee members.
3. Committees shall operate under these Rules as far as they are applicable, except that the previous question shall not be in order.
4. Each Standing Committee may examine the bills, accounts, and claims of the departments, boards, councils, and authorized agencies assigned to it in these Rules.
5. Each Standing Committee may review and receive recommendations from Legislators and make recommendations to the Budget Officer and/or Finance and Administration Committee regarding department proposed budgets under the jurisdiction of that committee.
6. Each Standing Committee shall have general supervision of and receive articles relating to the departments, boards, councils, and authorized agencies assigned to it in these Rules.
7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, councils, and authorized agencies assigned to it in these Rules.
8. For any item to be moved from the Standing Committee to the Legislature requires a majority vote of the members present (a quorum being present).
9. Any item having an unbudgeted financial impact on Cortland County shall be presented to the Finance and Administration Committee before being presented to the full Legislature. Resolutions not approved by the ~~Budget and Finance~~Finance and Administration Committee shall be so noted when presented to the Legislature.
10. Each Standing Committee shall fulfill the responsibilities assigned to it.
11. Special Committees shall be created by resolution for a period not to exceed the term of the Legislature adopting the resolution.
12. The following are the Standing Committees, their responsibilities, and their composition:

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Attachment: Rules of Order - Revised June 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF
ORDER**

Proposed Changes May 2021

- A. **Finance and Administration** – A seven (7) member Committee shall review the tentative budget filed by the Budget Officer and shall consider and recommend appropriations required for all purposes and prepare and report the annual estimates for the tax levy.

The Committee shall oversee:

The Treasurer's Office, the Finance Office, Administration Office, Office of the Manager of Audit and Financial Projects, the Department of Real Property Tax Services, occupancy tax, Tompkins Cortland Community College (TC3), Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service. The Finance and Administration Committee shall serve as the Audit Committee.

- B. **Judiciary and Public Safety** – Not less than five (5) nor more than seven (7) members who shall oversee:

The District Attorney's Office, Coroners, Assigned Counsel, Public Defender, Sheriff's Department, Probation Department, Department of Emergency Response and Communications.

- C. **Government Operations** – Not less than five (5) nor more than seven (7) members who shall oversee:

Personnel/Civil Service Office, County Attorney, Board of Elections, Weights & Measures, County Clerk/Department of Motor Vehicles and the Clerk of the Legislature/Historian.

All matters concerning operation and revision of these Rules shall be referred to the Committee.

- D. **Highway/Solid Waste** – Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department

- E. **Buildings and Grounds** – Not less than five (5) nor more than seven (7) members who shall oversee:

Buildings and Grounds Department, the Safety Office and Information and Technology Department.

- F. **Health & Human Services** – Shall consist of no less than five (5) and no more than seven (7) members who shall oversee:

The Health Department, Mental Health Department, Department of Social Services, Employment and Training Office and Grant Administration, Area Agency on Aging and Veterans' Services.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Proposed Changes May 2021

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- G. **Agriculture/Planning/Environmental** – Not less than five (5) nor more than seven (7) members who shall oversee:

County Planning Department, Soil and Water Conservation District, Cooperative Extension, public transportation, SPCA, and including but not limited to any associated agency.

ARTICLE XIII **SUSPENSION OR AMENDMENT OF RULES**

1. Any Rule may be amended or rescinded by a two-thirds vote of the full Legislature.
2. Any Rule may be suspended by a two-thirds vote of the members present and voting and any suspension shall be effective only while the matter before the Legislature at the time of the suspension remains under discussion.

ARTICLE XIV **INTENT OF THESE RULES AND PARLIAMENTARY QUESTIONS**

1. It is the intent of this Legislature to determine the rules of its own proceedings pursuant to County Law §153 and Local Law No. 2 for year 1972 establishing the County Legislature with the power to enact local laws or rules governing the conduct of the members at such sessions and the manner of transaction business thereat.
2. Except as otherwise provided herein, the current edition of Robert's Rules of Order Newly Revised shall govern parliamentary procedure at all meetings.

ARTICLE XV **EFFECTIVE DATE**

These Rules shall take effect immediately upon adoption and shall remain in effect until amended, revised, or rescinded.

Adopted January 2010 – Revised 7-28-11

Adopted January 4, 2012 – Revised 4-26-12, 6-27-13

Adopted January 2, 2014 – Amended 6-26-14, 9-24-15

Adopted October 26, 2017 – Revised 12-8-20

Adopted December 18, 2020

- 31 -

Attachment: Rules of Order - Revised June 2021 (8546 : Adopt Cortland County Rules of Order)

The Administrative Manual: The Policies and Procedures of Cortland County Government

Employee Social Media Policy

Policy/Procedure Number:

Modified Date (s):

Resolution No.:

Effective Date:

Next Scheduled Review:

Objective: The purpose of this policy is to provide guidance for employee use of social media.

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

Legislative Policy Statement:

Responsible Department: Personnel Department

General Information:

I. Definitions:

II. Policy:

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

III. Procedure:

The following principles apply to professional use of social media on behalf of Cortland County as well as personal use of social media when referencing Cortland County.

- Employees need to know and adhere to the Cortland County Code of Conduct, and other company policies when using social media in reference to Cortland County.
- Employees should be aware of the effect their actions may have on their images, as well as Cortland County's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Cortland County may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Cortland County, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are

defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Personnel Department and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Cortland County spokespersons’.
- If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors, suppliers or clients. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee’s responsibilities at Cortland County. Cortland County computer systems are to be used for business purposes only. Personal accounts should not be used to correspond with individuals being served by the employee for work purposes. When using Cortland County computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, County blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates the County’s Code of Conduct or any other county policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Cortland County, a disclaimer should be used, such as this: “The postings on this site are my own and may not represent Cortland County positions, strategies or opinions.”
- It is highly recommended that employees keep Cortland County related social media accounts separate from personal accounts, if practical.

The Administrative Manual: The Policies and Procedures of Cortland County Government

Diversity and Inclusion Statement

Policy/Procedure Number:

Modified Date (s):

Resolution No.:

Effective Date:

Next Scheduled Review:

Objective: To memorialize Cortland County's commitment to modeling diversity and inclusion for the entire County and to maintain an inclusive environment with equitable treatment for all.

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

Legislative Policy Statement:

Responsible Department: Personnel Department

General Information:

I. Definitions:

II. Policy:

At Cortland County a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

We're committed to modeling diversity and inclusion for the entire County, and to maintaining an inclusive environment with equitable treatment for all.

To provide informed, authentic leadership for cultural equity, Cortland County strives to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensure the well-being of our staff and the communities we serve.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress.
- Explore potential underlying, unquestioned assumptions that interfere with inclusiveness.

- Advocate for and support board-level thinking about how systemic inequities impact our organization's work, and how best to address that in a way that is consistent with our mission.
- Help to challenge assumptions about what it takes to be a strong leader at our organization, and who is well-positioned to provide leadership.
- Practice and encourage transparent communication in all interactions.
- Commit time and resources to expand more diverse leadership within our board, staff, committee, and advisory bodies.
- Lead with respect and tolerance. We expect all employees to embrace this notion and to express it in workplace interactions and through everyday practices.

Cortland County abides by the following action items to help promote diversity and inclusion in our workplace:

- Pursue cultural competency throughout our organization by creating substantive learning opportunities and formal, transparent policies.
- Generate and aggregate quantitative and qualitative research related to equity to make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts. Once the content is curated it will be added to our website so others can access.
- Improve our cultural leadership pipeline by creating and supporting programs and policies that foster leadership that reflects the diversity of American society.
- Pool resources and expand offerings for underrepresented constituents by connecting with other County organizations committed to diversity and inclusion efforts.
- Develop and present sessions on diversity, inclusion, and equity to provide information and resources both internally and to members of the community.
- Develop a system for being more intentional and conscious of bias during the hiring, promoting, or evaluating process. Train our hiring team on equitable practices.
- Include a salary range with all public job vacancies and exam announcements.
- Advocate for public and private-sector policy that promotes diversity, inclusion, and equity. Challenge systems and policies that create inequity, oppression and disparity.

POSITION VACANCY REPORT

As of June 1, 2021

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Driver Grade 2 \$13.0996-\$16.4161/hr	Aging	Resignation	7/2/2021	4/30/2021	4/30/2021	4/30/2021	Posted		*
Case Mgr for Indigent Defendants Grade 14 \$19.7556-\$24.7574/hr	Assigned Counsel	New	4/12/2021	4/12/2021	4/12/2021	4/14/2021	Posted/Exam File Apps		Grant Funded
Custodian Grade 3 \$13.8805-\$17.3948/hr	Building & Grounds	Removal	5/17/2021	5/17/2021	5/19/2021	5/19/2021	Posted		*
Custodian Grade 3 \$13.8805-\$17.3948/hr	Building & Grounds	Resignation	4/16/2021	5/17/2021	5/19/2021	5/19/2021	Posted		*
Keyboard Specialist Grade 5 \$14.9573-\$18.7442/hr	County Attorney	Resignation	4/30/2020	3/25/2020	3/25/2020				*
County Attorney Grade 1 \$83,683-\$101,813/yr	County Attorney	Retirement	5/22/2021	4/28/2021	4/28/2021	4/29/2021	Posted		*
Family Advocate Grade 12 \$18.4991-\$23.1828/hr	District Attorney	Resignation	5/10/2021	5/3/2021	5/3/2021	5/3/2021	Posted		Grant Funded
Case Aide Grade 7 \$15.8497-\$19.8626/hr	DSS	Resignation	1/15/2021	12/23/2020	12/28/2020	12/28/2020	Cert/Posted		*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Promotion	3/22/2021	2/24/2021	2/25/2021	2/25/2021	Canvass/Cert		*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Resignation	4/2/2021	3/1/2021	3/2/2021	3/2/2021	5/10/2021	Patrick Meyer	*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Resignation	4/30/2021	4/16/2021	4/16/2021	4/16/2021	Cert/Posted/Exam File Apps		*
Social Welfare Examiner Trainee Grade 9 \$16.8308-\$21.0920/hr	DSS	Promotion	5/3/2021	12/15/2020	12/17/2020	12/17/2020	Cert/Exam File Apps		*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Unfunded Extra	5/3/2021	4/16/2021	4/16/2021	4/16/2021	Cert/Posted/Exam File Apps		*

Attachment: June 2021 [Revision 1] (8579 : June Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of June 1, 2021

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 17 \$21.8852-\$27.4262/hr	DSS	Unfunded Extra	5/3/2021	4/16/2021	4/16/2021	4/16/2021	Cert/Posted/Exam File Apps		*
Case Aide Grade 7 \$15.8497-\$19.8626/hr	DSS	Promotion	5/17/2021	4/28/2021	4/29/2021	4/30/2021	Posted		*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Resignation	5/21/2021	5/10/2021	5/11/2021	5/11/2021	Post/Exam File apps		*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Resignation	6/2/2021	4/9/2021	4/9/2021	4/12/2021	Cert/Posted/Exam File Apps		*
Case Aide Grade 7 \$15.8497-\$19.8626/hr	DSS	Promotion	6/14/2021	5/25/2021	5/25/2021	5/25/2021	Posted		*
Social Welfare Examiner Trainee Grade 9 \$16.8308-\$21.0920/hr	DSS	Promotion	6/25/2021	5/11/2021	5/12/2021	5/12/2021			*
Sr Social Welfare Exam Trainee Grade 12 \$18.4991-\$23.1828/hr	DSS	Resignation	6/25/2021	5/11/2021	5/12/2021	5/12/2021	Exam file apps/Cert/Post		*
Employment & Training Specialist Grade 12 \$18.4991-\$23.1828/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
E&T Special Program Counselor Grade 9 \$16.8308-\$21.0920/hr	E&T	Temporary	6/1/2021	4/30/2021	4/30/2021	4/30/2021	Posted		Grant Funded
Dispatcher Grade 6 \$20.5973-\$30.6286/hr	ERAC	Removal from probation	2/19/2021	2/22/2021	2/23/2021	2/24/2021	Canvass/ Exam File Apps/Cert		*
Public Health Educator Grade 16 \$21.1408-\$26.4932/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
RPN \$27.9665-\$32.6879/hr	Health	Resignation	5/8/2020	3/8/2021	3/9/2021	3/9/2021	5/10/2021	Heather Ganoung	*
Public Health Director Grade 1 \$85,522-\$104,050/YR	Health	Temporary		2/8/2020	2/18/2020	2/18/2020	Posted		*

Attachment: June 2021 [Revision 1] (8579 : June Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of June 1, 2021

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
Seasonal Aides \$13.50/hr	Highway	5 Temporary Positions	May-21	3/8/2021	3/9/2021	3/9/2021	Posted		*
Wade Pool Attendants \$13.50/hr	Highway	2 Temporary Positions	May-21	3/8/2021	3/9/2021	3/9/2021	Posted		*
Park Attendants \$13.50/hr	Highway	5 Temporary Positions	May-21	3/8/2021	3/9/2021	3/9/2021	Posted	Paige Euson 5/24/21	*
Landfill Equipment Operator Grade 11 \$17.9178-\$22.4542/hr	Highway/Solid Waste	Took MEO position@HW	4/5/2021	4/5/2021	4/5/2021	4/5/2021	5/3/2021	Kenneth Corl	*
Clerk of the Legislature Grade 7 \$55,414-\$67,421/yr	Legislature	Resignation	5/29/2021	4/30/2021	4/30/2021	4/30/2021	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 **
Licensed Master Social Worker Grade 24 \$28.2496-\$35.4019/hr	Mental Health	New-Temp, PT up to 17.5hr/wk	2/1/2021	N/A	Approved by resolution	1/28/2021	Posted		*
Medical Services Clerk Grade 8 \$16.3259-\$20.4594/hr	Mental Health	Death	3/30/2021	4/5/2021	4/5/2021	4/5/2021	5/13/2021	Terrie Fitzpatrick	*
Mental Health Program Aide Grade 8 \$16.3259-\$20.4594/hr	Mental Health	Resignation	5/21/2021	4/16/2021	4/16/2021	4/20/2021	Posted		*
Staff Psychiatrist Offscale \$112/hour	Mental Health	Resignation	6/30/2021	4/30/2021	4/30/2021	4/30/2021	Posted		*
Driver, per diem (1) Grade 2 \$13.0996-\$16.4161/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Personnel Officer Grade 3 \$74,005-\$90,037/yr	Personnel	Anticipated Retirement	1/1/2021	12/3/2020	12/3/2020	12/3/2020	Posted		*
Director of Planning Grade 4 \$68,842-\$83,755/yr	Planning	Retirement	7/31/2020	6/30/2020	6/30/2020	7/7/2020	Posted		*

Attachment: June 2021 [Revision 1] (8579 : June Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of June 1, 2021

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
Planner Grade 16 \$21.1408-\$26.4932/hr	Planning	Resignation	4/19/2021	4/1/2021	4/1/2021	4/1/2021	Posted		*
Chief Assistant Public Defender Grade 3 \$74,005-\$90,037/yr	Public Defender	Resignation	4/3/2021	5/6/2021	5/7/2021	5/10/2021	Posted		Grant Funded
PT Jail Cook (12 hrs) Grade 2 \$16.7329-\$22.2396/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$16.7329-\$22.2396/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Took CPO position	2/4/2019	2/4/2019	2/5/2019	2/19/2019	6/7/2021	Leigha Haskins	*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	6/20/2019	6/20/2019	6/21/2019	6/24/2019	Canvass/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	10/31/2019	10/16/2019	10/17/2019	10/18/2019	Canvass/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	3/29/2020	4/20/2020	4/20/2020	4/21/2020	Canvass/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	4/1/2020	4/20/2020	4/20/2020	4/21/2020	Canvass/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Promotion	6/5/2020	6/5/2020	6/5/2020	6/15/2020	Canvass/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Cert		*

Attachment: June 2021 [Revision 1] (8579 : June Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of June 1, 2021

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 \$21.2069-\$35.0063/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Cert		*

Attachment: June 2021 [Revision 1] (8579 : June Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

FOR 2021 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A	GENERAL FUND							
A14305 PERSONNEL - CIVIL SERVICE								
A14305 51005	PERSONAL SERVICES	314,405	0	314,405	100,026.72	.00	214,378.59	31.8%
A14305 51020	OVERTIME PAY	1,000	0	1,000	981.76	.00	18.24	98.2%
A14305 54000	TELEPHONE	1,264	0	1,264	587.98	.00	676.02	46.5%
A14305 54001	PRINTING/COPYING	400	0	400	.00	.00	400.00	.0%
A14305 54005	Office Materials &	2,000	200	2,200	509.53	658.43	1,032.04	53.1%
A14305 54020	POSTAGE	3,500	0	3,500	1,102.40	.00	2,397.60	31.5%
A14305 54035	EDUCATION & TRAINI	500	0	500	.00	.00	500.00	.0%
A14305 54040	ASSOC/MEMBERSHIP D	1,300	0	1,300	100.00	.00	1,200.00	7.7%
A14305 54041	PUBLICATIONS	1,400	0	1,400	536.99	.00	863.01	38.4%
A14305 54045	Travel & Sustenanc	500	0	500	17.92	.00	482.08	3.6%
A14305 54055	PROFESSIONAL SERVI	0	0	0	4,324.50	.00	-4,324.50	100.0%*
A14305 54060	LEGAL NOTICES / AD	4,500	0	4,500	1,976.87	2,092.35	430.78	90.4%
A14305 54063	LEGAL FEES	60,000	0	60,000	16,707.00	25,866.85	17,426.15	71.0%
A14305 54070	INSURANCE	2,401	0	2,401	2,493.20	.00	-91.85	103.8%*
A14305 54075	OFFICE EQUIPMENT	200	-200	0	.00	.00	.00	.0%
A14305 54075	OFFICE EQUIPMENT	1,678	0	1,678	571.15	.00	1,106.85	34.0%
A14305 54213	I/D COPIER	25,168	-25,168	0	.00	.00	.00	.0%
A14305 54380	EMPLOYEES EXPENSES	5,523	0	5,523	.00	.00	5,522.50	.0%
A14305 54444	FEES & PERMITS	5,000	25,168	30,168	11,741.60	3,568.40	14,858.00	50.7%
A14305 54615	CONTRACTED MEDICAL	44,056	0	44,056	.00	.00	44,056.07	.0%
A14305 58020	RETIREMENT	24,074	0	24,074	7,132.81	.00	16,940.70	29.6%
A14305 58030	FICA	11,970	0	11,970	12,129.10	.00	-159.10	101.3%*
A14305 58040	WORKERS COMP	88,128	0	88,128	25,876.26	.00	62,251.56	29.4%
A14305 58060	HEALTH INS	541	0	541	129.34	.00	412.10	23.9%
A14305 58062	DENTAL INS	118	0	118	27.87	.00	89.73	23.7%
A14305 58065	VISION CARE BENEFIT	118	0	118	27.87	.00	89.73	23.7%
TOTAL PERSONNEL - CIVIL SERVICE		599,626	0	599,626	186,973.00	32,186.03	380,466.57	36.5%
TOTAL GENERAL FUND		599,626	0	599,626	186,973.00	32,186.03	380,466.57	36.5%
TOTAL EXPENSES		599,626	0	599,626	186,973.00	32,186.03	380,466.57	



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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 05

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14205 COUNTY ATTORNEY							
A14205 51005 PERSONAL SERVICES	75,302	0	75,302	28,807.87	.00	46,494.13	38.3%
A14205 51010 PART-TIME PAY	168,464	0	168,464	60,974.91	.00	107,489.09	36.2%
A14205 51020 OVERTIME PAY	0	0	0	595.37	.00	-595.37	100.0%*
A14205 54000 TELEPHONE	792	0	792	270.77	.00	521.23	34.2%
A14205 54001 COPYING/PRINTING	60	0	60	.00	.00	60.00	.0%
A14205 54005 Office Materials &	500	0	500	166.47	.00	333.53	33.3%
A14205 54020 POSTAGE	192	0	192	8.34	.00	183.66	4.3%
A14205 54035 EDUCATION & TRAINI	4,250	0	4,250	.00	.00	4,250.00	.0%
A14205 54040 ASSOC/MEMBERSHIP D	845	0	845	327.00	.00	518.00	38.7%
A14205 54041 PUBLICATIONS	1,220	0	1,220	-74.49	.00	1,294.49	-6.1%
A14205 54045 Travel & Sustenanc	1,000	1,200	2,200	.00	.00	2,200.00	.0%
A14205 54047 MILEAGE REIMBURSEM	1,200	-1,200	0	.00	.00	.00	.0%
A14205 54055 PROFESSIONAL SERVI	8,000	2,225	10,225	225.00	2,000.00	8,000.00	21.8%
A14205 54060 LEGAL NOTICES / AD	500	0	500	.00	.00	500.00	.0%
A14205 54070 INSURANCE	2,033	0	2,033	1,682.04	.00	350.96	82.7%
A14205 54213 I/D COPIER	1,513	0	1,513	504.20	.00	1,008.80	33.3%
A14205 54215 I/D LEXIS NEXIS	2,406	0	2,406	801.92	.00	1,604.08	33.3%
A14205 54444 FEES & PERMITS	120	0	120	.00	.00	120.00	.0%
A14205 58020 RETIREMENT	34,127	0	34,127	.00	.00	34,127.24	.0%
A14205 58030 FICA	18,648	0	18,648	6,655.42	.00	11,992.69	35.7%
A14205 58040 WORKERS COMP	6,975	0	6,975	7,067.71	.00	-92.71	101.3%*
A14205 58060 HEALTH INS	44,064	0	44,064	12,262.95	.00	31,800.96	27.8%
A14205 58062 DENTAL INS	271	0	271	99.71	.00	171.29	36.8%
A14205 58065 VISION CARE BENEFI	59	0	59	13.99	.00	45.01	23.7%
TOTAL COUNTY ATTORNEY	372,541	2,225	374,766	120,389.18	2,000.00	252,377.08	32.7%
TOTAL GENERAL FUND	372,541	2,225	374,766	120,389.18	2,000.00	252,377.08	32.7%
TOTAL EXPENSES	372,541	2,225	374,766	120,389.18	2,000.00	252,377.08	

Attachment: 2021 MUNIS YTD 5-27-21 (8586 : June 2021 Monthly Reports - County Attorney)

05/27/2021 09:17
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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	372,541	2,225	374,766	120,389.18	2,000.00	252,377.08	32.7%

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



**CORTLAND COUNTY
OFFICE OF THE COUNTY ATTORNEY**

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

May 27, 2021

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

<u>January 1, 2016 – December 31, 2016</u>	327
<u>January 1, 2017 – December 31, 2017</u>	374
<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>	358
<u>January 1, 2021 – May 26, 2021</u>	110

Attachment: JUNE Committee Report (8586 : June 2021 Monthly Reports - County Attorney)



**CORTLAND COUNTY
OFFICE OF THE COUNTY ATTORNEY**

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

May 26, 2021

Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

January 1, 2018 – December 31, 2018

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

January 1, 2019 – December 31, 2019

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

January 1, 2020 – December 31, 2020

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

January 1, 2021 – May 26, 2021

2021-	JD referred for petition:	2
	PINS petitions:	0
	Vio. Probation/Support:	<u>0</u>
		0

JD referrals for petition by classification of offense:

2020	Property crimes:	24	2021	Property crimes:	
	Crimes against persons:	04		Crimes against persons:	
	Sex offenses:	<u>01</u>		Sex offenses:	<u>02</u>
		29			02

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

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



**CORTLAND COUNTY
OFFICE OF THE COUNTY ATTORNEY**

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

May 26, 2021

Orders prepared in Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

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

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

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

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

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

January 1, 2021 – May 26, 2021: 8 orders

Attachment: JUNE Committee Report (8586 : June 2021 Monthly Reports - County Attorney)



**CORTLAND COUNTY
OFFICE OF THE COUNTY ATTORNEY**

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

Wendy Franklin
Chief Assistant County Attorney

Jeri DuVall
Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Maria Adsit
Confidential Secretary

DEBT COLLECTION

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

May 2021	YTD 2021	2020	2019	2018
\$0.00	\$0.00	\$0.00	\$4,348.13	\$4,178.03

INSURANCE RECOVERIES

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

May 2021	YTD 2021	2020	2019	2018
\$0.00	\$726.81	\$20,129.69	\$122,477.76	\$19,524.26

TOTALS:	\$726.81	\$20,129.69	\$126,825.89	\$23,702.29
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CURRENT YEAR COLLECTIONS

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
January				\$ 0.00
February	12/17/20	Property Damage - Vehicle	Sheriff	726.81
March				0.00

Continued on next page

Attachment: JUNE Committee Report (8586 : June 2021 Monthly Reports - County Attorney)

CURRENT YEAR COLLECTIONS CONTINUED

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
April				0.00
May				0.00
June				0.00
July				0.00
August				0.00
September				0.00
October				0.00
November				0.00
December				0.00
				\$ 726.81

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

CORTLAND COUNTY ATTORNEY
2021 BUDGET SPENDING REPORT
REPORT DATE: 5/27/2021, 9:49 AM

4.3.b

OBJ CODE	ACCOUNT TITLE	2021 BUDGET	SPENDING TO DATE	BUDGET BALANCE	% OF BUDGET REMAINING
	Legal Associate	36,913.00	14,687.81	\$ 22,225.19	60.21%
	Sec. to County Attorney	38,389.00	14,120.06	\$ 24,268.94	63.22%
51005	PERSONAL SERVICES	75,302.00	28,807.87	\$ 46,494.13	61.74%
	County Attorney	95,560.00	34,618.72	\$ 60,941.28	63.77%
	Chief Assistant County Attorney	38,483.00	14,100.67	\$ 24,382.33	63.36%
	Assistant County Attorney	34,421.00	12,255.52	\$ 22,165.48	64.40%
	Keyboard Specialist	-	-	\$ -	--
51010	PART-TIME PAY:	168,464.00	60,974.91	\$ 107,489.09	63.81%
51020	OVERTIME PAY	-	595.37	\$ (595.37)	--
51035	OTHER COMPENSATION	-	-	\$ -	--
54000	TELEPHONE (USAGE)	792.00	54.77	\$ 737.23	93.08%
54001	COPYING/PRINTING	60.00	-	\$ 60.00	100.00%
54005	SUPPLIES	500.00	166.47	\$ 333.53	66.71%
54020	POSTAGE	192.00	8.34	\$ 183.66	95.66%
54035	EDUCATION & TRAINING	4,250.00	-	\$ 4,250.00	100.00%
54040	ASSOC/MEMBERSHIP DUES	845.00	327.00	\$ 518.00	61.30%
54041	PUBLICATIONS	1,220.00	(74.49)	\$ 1,294.49	106.11%
54045	TRAVEL & SUBSISTENCE	2,200.00	-	\$ 2,200.00	100.00%
54047	MILEAGE REIMBURSEMENT	-	-	\$ -	--
54055	PROFESSIONAL SERVICES	10,225.00	225.00	\$ 10,000.00	97.80%
54060	CLASSIFIED ADVERTISING	500.00	-	\$ 500.00	100.00%
54070	INSURANCE	2,033.00	1,682.04	\$ 350.96	17.26%
54212	I/D PHONE (BASE FEES)	-	216.00	\$ (216.00)	--
54213	I/D COPIER	1,513.00	504.20	\$ 1,008.80	66.68%
54215	I/D INT COUNTY DEPT (LEXIS)	2,406.00	801.92	\$ 1,604.08	66.67%
54444	NOTARY FEES	120.00	-	\$ 120.00	100.00%
58020	RETIREMENT	34,127.00	14,219.60	\$ 19,907.40	58.33%
58030	FICA	18,648.00	5,355.47	\$ 11,999.90	64.35%
58031	MEDICARE	-	1,292.63		
58040	WORKERS COMP	6,975.00	2,906.25	\$ 4,068.75	58.33%
58060	HEALTH INS	44,064.00	14,374.40	\$ 29,689.60	67.38%
58062	DENTAL INS	271.00	104.10	\$ 166.90	61.59%
58065	VISION CARE BENEFITS	59.00	15.00	\$ 44.00	74.58%
	TOTAL \$	\$ 374,766.00	\$ 132,556.85	\$ 242,209.15	64.63%
% of Year Remaining					59.73%

Attachment: JUNE Committee Report (8586 : June 2021 Monthly Reports - County Attorney)

CORTLAND COUNTY ATTORNEY
2021 BUDGET SPENDING REPORT
REPORT DATE: 5/27/2021, 9:49 AM

4.3.b

Revenue & Income

Previous Years:

A141001-CA Accounts Receivable

2021 Opening Balance 1,779.00

Payments Received -

New Receivables -

Current A/R Balance: \$ 1,779.00

Current Year:

A142042-41289 Program Fees Collected - 722d Orders -

Liability - Awards & Claims #A17115.54920

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

Attachment: JUNE Committee Report (8586 : June 2021 Monthly Reports - County Attorney)

MUNIS RECONCILIATION
County Attorney Spending
5/27/2021, 9:51 AM

4.3.b

OBJ CODE	ACCOUNT TITLE	SPENDING TO DATE	MUNIS	DIFFERENCE	EXPLANATION
	Paralegal	\$ 14,687.81			
	Sec. to County Attorney	\$ 14,120.06			
51005	PERSONAL SERVICES	\$ 28,807.87	\$ 28,807.87	\$ -	
	County Attorney	\$ 34,618.72			
	Chief Assistant County Attorney	\$ 14,100.67			
	Assistant County Attorney	\$ 12,255.52			
	Keyboard Specialist	\$ -			
51010	PART-TIME PAY:	\$ 60,974.91	\$ 60,974.91	\$ -	
51020	OVERTIME PAY	\$ 595.37	\$ 595.37	\$ -	
51035	OTHER COMPENSATION	\$ -	\$ -	\$ -	
54000	TELEPHONE (USAGE)	\$ 54.77	\$ 270.77	\$ (216.00)	See 54212
54001	COPYING/PRINTING	\$ -	\$ -	\$ -	
54005	SUPPLIES	\$ 166.47	\$ 166.47	\$ -	
54020	POSTAGE	\$ 8.34	\$ 8.34	\$ -	
54035	EDUCATION & TRAINING	\$ -	\$ -	\$ -	
54040	ASSOC/MEMBERSHIP DUES	\$ 327.00	\$ 327.00	\$ -	
54041	PUBLICATIONS	\$ (74.49)	\$ (74.49)	\$ -	
54045	TRAVEL & SUBSISTENCE	\$ -	\$ -	\$ -	
54047	MILEAGE REIMBURSEMENT	\$ -	\$ -	\$ -	
54055	PROFESSIONAL SERVICES	\$ 225.00	\$ 225.00	\$ -	
54060	CLASSIFIED ADVERTISING	\$ -	\$ -	\$ -	
54070	INSURANCE	\$ 1,682.04	\$ 1,682.04	\$ -	
54212	I/D PHONE (BASE FEES)	\$ 216.00	\$ -	\$ 216.00	See 54000
54213	I/D COPIER	\$ 504.20	\$ 504.20	\$ -	
54215	I/D INT COUNTY DEPT (LEXIS)	\$ 801.92	\$ 801.92	\$ -	
54500	MEDICAL FEES	\$ -	\$ -	\$ -	
58020	RETIREMENT	\$ 14,219.60	\$ -	\$ 14,219.60	Jan-May Retirement not posted yet in MUNIS
58030	FICA	\$ 5,355.47	\$ 6,655.42	\$ (7.32)	Adjustment Pending Health Dept. Salary related fringe
58031	MEDICARE	\$ 1,292.63			
58040	WORKERS COMP	\$ 2,906.25	\$ 7,067.71	\$ (4,161.46)	WC Posted in Advance
58060	HEALTH INS	\$ 14,374.40	\$ 12,262.95	\$ 2,111.45	Adjustment Pending Health Dept. Salary related fringe
58062	DENTAL INS	\$ 104.10	\$ 99.71	\$ 4.39	Adjustment Pending Health Dept. Salary related fringe
58065	VISION CARE BENEFITS	\$ 15.00	\$ 13.99	\$ 1.01	Adjustment Pending Health Dept. Salary related fringe
	TOTAL \$	\$ 132,556.85	\$ 120,389.18	\$ 12,167.67	

OTHER MUNIS RECONCILIATIONS:

		BALANCE TO DATE	MUNIS	DIFFERENCE	EXPLANATION
A141001-CA	ACCOUNTS RECEIVABLE	\$ 1,779.00	\$ 1,779.00	\$ -	
A142042-41289	PROGRAM FEES	\$ -	\$ -	\$ -	
A17115-54920	AWARDS & CLAIMS	\$ -	\$ -	\$ -	

Attachment: JUNE Committee Report (8586 : June 2021 Monthly Reports - County Attorney)

County Clerk Monthly Report: May 2021

42.00%

	<u>YTD 2019</u>	<u>YTD 2020</u>	<u>YTD 2021</u>
Clerk Fees	150,748.00	149,919.00	203859.77
DMV Fees	202,959.00	128,534.00	173,289.32
User Fee	104,058.00	90,932.00	112,961.82
Internet Fee	1,720.00	1,771.00	6351.44
Local Mtg Tax	98,103.00	108,139.00	164,767.80
DWI Fines	5,597.00	500.00	3005.00
Mtg Tax Exp	25,965.00	25,965.00	25965.00
TOTAL	589,150.00	505,760.00	690,200.15
% OF Est Rev	38.12%	33.64%	47%
Est Rev	1,545,616.00	1,503,816.00	1,474,216.00,
Actual Rev	1,523,808.39	1,555,190.64	TBD

Attended by zoom NYS Safe Act Committee meeting

NYS Judicial Reform Com Mtg

NYS Office of Court Administration E-filing committee meeting

:

Attachment: County Clerk Monthly Stats for May 2021 (8623 : County Clerk Monthly Report)

06/02/2021 16:21
elarkin

Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 05

ACCOUNTS FOR:
A GENERAL FUND

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14105 COUNTY CLERK							
A14105 43060 19LGG RECORDS MANAG	0	-28,572	-28,572	-28,572.00	.00	.00	100.0%
A14105 51005 PERSONAL SERVICES	224,057	0	224,057	81,647.48	.00	142,409.30	36.4%
A14105 51035 OTHER COMPENSATION	0	0	0	111.32	.00	-111.32	100.0%*
A14105 54000 TELEPHONE	981	0	981	306.32	.00	674.68	31.2%
A14105 54001 PRINTING/COPYING	1,000	0	1,000	900.00	.00	100.00	90.0%
A14105 54005 Office Materials &	5,200	0	5,200	1,581.80	.00	3,618.20	30.4%
A14105 54015 Maintenance Agreeem	5,657	0	5,657	1,308.15	.00	4,348.85	23.1%
A14105 54020 POSTAGE	2,000	0	2,000	894.30	.00	1,105.70	44.7%
A14105 54040 ASSOC/MEMBERSHIP D	7,275	0	7,275	7,245.00	.00	30.00	99.6%
A14105 54045 Travel & Sustenanc	1,500	0	1,500	.00	.00	1,500.00	0%
A14105 54055 PROFESSIONAL SERVI	5,000	0	5,000	1,752.69	2,612.54	634.77	87.3%
A14105 54055 19LGG PROFESSIONAL	0	33,116	33,116	4,544.04	28,572.00	.00	100.0%
A14105 54060 LEGAL NOTICES / AD	100	0	100	.00	.00	100.00	0%
A14105 54065 EQUIP RENTAL/LEASE	49,200	0	49,200	49,200.00	.00	.00	100.0%
A14105 54070 INSURANCE	3,928	0	3,928	6,013.28	.00	-2,085.28	153.1%*
A14105 54213 I/D COPIER	2,052	0	2,052	683.92	.00	1,368.08	33.3%
A14105 54444 FEES & PERMITS	1,575	0	1,575	.00	.00	1,575.00	0%
A14105 58020 RETIREMENT	31,367	0	31,367	.00	.00	31,367.00	0%
A14105 58030 FICA	17,140	0	17,140	5,965.15	.00	11,174.85	34.8%
A14105 58040 WORKERS COMP	9,476	0	9,476	9,601.95	.00	-125.95	101.3%*
A14105 58060 HEALTH INS	36,247	0	36,247	13,993.83	.00	22,252.89	38.6%
A14105 58062 DENTAL INS	429	0	429	165.56	.00	263.44	38.6%
A14105 58065 VISION CARE BENEFI	74	0	74	28.16	.00	45.84	38.1%
TOTAL COUNTY CLERK	404,258	4,544	408,802	157,370.95	31,184.54	220,246.05	46.1%
TOTAL GENERAL FUND	404,258	4,544	408,802	157,370.95	31,184.54	220,246.05	46.1%
TOTAL REVENUES	0	-28,572	-28,572	-28,572.00	.00	.00	
TOTAL EXPENSES	404,258	33,116	437,374	185,942.95	31,184.54	220,246.05	

FOR 2021 05

ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
404,258	4,544	408,802	157,370.95	31,184.54	220,246.05	46.1%
GRAND TOTAL						

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

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eIarkin

Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 05

ACCOUNTS FOR:
A GENERAL FUND

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14115 COUNTY CLERK - MOTOR VEHICLES							
A14115 51005 PERSONAL SERVICES	300,412	0	300,412	110,128.25	.00	190,283.47	36.7%
A14115 54000 CELL & LONG/DISTAN	2,140	0	2,140	808.52	284.18	1,047.30	51.1%
A14115 54005 Office Materials &	1,300	0	1,300	192.88	.00	1,107.12	14.8%
A14115 54020 POSTAGE	2,500	0	2,500	1,136.60	202.84	1,160.56	53.6%
A14115 54055 PROFESSIONAL SERVI	500	0	500	.00	.00	500.00	.0%
A14115 54060 LEGAL NOTICES / AD	100	0	100	.00	.00	100.00	.0%
A14115 54213 LIABILITY INSURANC	5,713	0	5,713	6,072.30	.00	-359.30	106.3%*
A14115 54070 I/D COPIER	849	0	849	283.04	.00	565.96	33.3%
A14115 58020 RETIREMENT	42,058	0	42,058	.00	.00	42,058.00	.0%
A14115 58030 FICA	22,982	0	22,982	7,806.73	.00	15,175.27	34.0%
A14115 58040 WORKERS COMP	16,459	0	16,459	16,677.77	.00	-218.77	101.3%*
A14115 58060 HEALTH INS	78,686	0	78,686	29,902.27	.00	48,784.17	38.0%
A14115 58062 DENTAL INS	654	0	654	217.24	.00	436.76	33.2%
A14115 58065 VISION CARE BENEFI	123	0	123	39.34	.00	83.66	32.0%
TOTAL COUNTY CLERK - MOTOR VEHICLES	474,476	0	474,476	173,264.94	487.02	300,724.20	36.6%
TOTAL GENERAL FUND	474,476	0	474,476	173,264.94	487.02	300,724.20	36.6%
TOTAL EXPENSES	474,476	0	474,476	173,264.94	487.02	300,724.20	

FOR 2021 05

ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
474,476	0	474,476	173,264.94	487.02	300,724.20	36.6%
GRAND TOTAL						

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

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A10405 CLERK OF THE LEGISLATIVE BOARD							
A10405 51005 PERSONAL SERVICES	101,431	0	101,431	37,304.65	.00	64,126.38	36.8%
A10405 54000 TELEPHONE	696	0	696	294.84	.00	401.16	42.4%
A10405 54001 COPYING/PRINTING	1,100	-18	1,082	.00	.00	1,082.00	.0%
A10405 54002 COMPUTER MTN/AGREE	16,002	-16,002	0	.00	.00	.00	.0%
A10405 54005 Office Materials &	1,000	520	1,520	368.99	220.95	930.01	38.8%
A10405 54015 Maintenance Agreem	0	16,002	16,002	6,370.24	9,631.76	.04	100.0%
A10405 54020 POSTAGE	500	0	500	66.08	.00	433.92	13.2%
A10405 54035 EDUCATION & TRAINI	200	0	200	.00	.00	200.00	.0%
A10405 54040 ASSOC/MEMBERSHIP D	375	0	375	100.00	.00	275.00	26.7%
A10405 54041 PUBLICATIONS	234	18	252	252.00	.00	.00	100.0%
A10405 54045 Travel & Sustenanc	400	100	500	.00	.00	500.00	.0%
A10405 54047 MILEAGE REIMBURSEM	100	-100	0	.00	.00	.00	.0%
A10405 54055 PROFESSIONAL SERVI	500	0	500	.00	.00	500.00	.0%
A10405 54070 LIABILITY INSURANC	258	0	258	429.61	.00	-171.51	166.5%*
A10405 54075 OFFICE EQUIPMENT	500	-500	0	.00	.00	.00	.0%
A10405 54076 DWYPK Building Repa	0	17,555	17,555	6,675.88	1,055.52	9,823.13	44.0%
A10405 54213 I/D COPIER	1,600	0	1,600	557.50	.00	1,042.50	34.8%
A10405 54400 Food Materials & S	700	0	700	121.02	.00	578.98	17.3%
A10405 58020 RETIREMENT	14,200	0	14,200	.00	.00	14,200.35	.0%
A10405 58030 FICA	7,759	0	7,759	2,793.14	.00	4,966.34	36.0%
A10405 58040 WORKERS COMP	3,990	0	3,990	4,043.03	.00	-53.03	101.3%*
A10405 58060 HEALTH INS	7,513	0	7,513	2,889.70	.00	4,623.73	38.5%
A10405 58062 DENTAL INS	180	0	180	69.60	.00	110.88	38.6%
TOTAL CLERK OF THE LEGISLATIVE BOARD	159,240	17,574	176,814	62,336.28	10,908.23	103,569.88	41.4%
TOTAL GENERAL FUND	159,240	17,574	176,814	62,336.28	10,908.23	103,569.88	41.4%
TOTAL EXPENSES	159,240	17,574	176,814	62,336.28	10,908.23	103,569.88	

Attachment: Clerk of the Legislature June Budget Report (8628 : June Monthly Budget Report - Clerk of

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shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A101042 COUNTY LEGISLATURE							
A101042 41289 DEPARTMENTAL FEES	0	0	0	-10,000.00	.00	10,000.00	100.0%
A101042 41289 1011 DEPARTMENTAL	-10,000	0	-10,000	.00	.00	-10,000.00	.0%*
TOTAL COUNTY LEGISLATURE	-10,000	0	-10,000	-10,000.00	.00	.00	100.0%
A10105 COUNTY LEGISLATURE							
A10105 51010 PART-TIME PAY	182,550	0	182,550	66,887.99	.00	115,662.01	36.6%
A10105 54000 TELEPHONE	450	0	450	98.76	.00	351.24	21.9%
A10105 54005 Office Materials &	0	1,500	1,500	25.07	.00	1,474.93	1.7%
A10105 54040 ASSOC/MEMBERSHIP D	31,486	0	31,486	20,473.00	.00	11,013.00	65.0%
A10105 54045 Travel & Sustenanc	3,000	11,032	14,032	726.09	.00	13,306.01	5.2%
A10105 54047 MILEAGE REIMBURSEM	11,032	-11,032	0	.00	.00	.00	.0%
A10105 54055 PROFESSIONAL SERVI	0	55,527	55,527	.00	2,000.00	53,527.00	3.6%
A10105 54055 1011 PROFESSIONAL S	10,000	2,160	12,160	2,160.00	.00	10,000.00	17.8%
A10105 54060 LEGAL NOTICES / AD	1,000	0	1,000	423.56	398.49	177.95	82.2%
A10105 54070 INSURANCE	5,386	0	5,386	4,773.79	.00	612.42	88.6%
A10105 54075 OFFICE EQUIPMENT	1,500	-1,500	0	.00	.00	.00	.0%
A10105 58020 RETIREMENT	558	0	558	.00	.00	557.72	.0%
A10105 58030 FICA	14,541	0	14,541	5,114.13	.00	9,427.08	35.2%
A10105 58040 WORKERS COMP	16,915	0	16,915	17,139.83	.00	-224.83	101.3%*
A10105 58062 DENTAL INS	90	0	90	34.80	.00	55.44	38.6%
A10105 58065 VISION CARE BENEFIT	20	0	20	7.50	.00	12.10	38.3%
TOTAL COUNTY LEGISLATURE	278,528	57,687	336,215	117,864.52	2,398.49	215,952.07	35.8%
TOTAL GENERAL FUND	268,528	57,687	326,215	107,864.52	2,398.49	215,952.07	33.8%
TOTAL REVENUES	-10,000	0	-10,000	-10,000.00	.00	.00	
TOTAL EXPENSES	278,528	57,687	336,215	117,864.52	2,398.49	215,952.07	

Attachment: Legislature June Budget Report (8629 : Monthly Budget Report - Legislature)

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A145042 ELECTIONS							
A145042 41289 ELECTIONS FEES	-300	0	-300	-148.60	.00	-151.40	49.5%*
A145042 41289 SCH DEPARTMENTAL F	-3,000	0	-3,000	-1,060.00	.00	-1,940.00	35.3%*
TOTAL ELECTIONS	-3,300	0	-3,300	-1,208.60	.00	-2,091.40	36.6%
A14505 ELECTIONS							
A14505 51005 PERSONAL SERVICES	83,226	0	83,226	29,658.25	.00	53,567.75	35.6%
A14505 51010 PART-TIME PAY	63,688	0	63,688	24,090.00	.00	39,598.00	37.8%
A14505 51015 TEMP PAY	35,000	0	35,000	1,480.00	.00	33,520.00	4.2%
A14505 51020 OVERTIME PAY	0	0	0	497.49	.00	-497.49	100.0%*
A14505 54000 TELEPHONE	8,000	0	8,000	1,086.36	582.28	6,331.36	20.9%
A14505 54001 COPYING/PRINTING	54,000	0	54,000	690.00	.00	53,310.00	1.3%
A14505 54004 COMPUTER SOFTWARE	32,620	7,250	39,870	33,728.00	.00	6,142.00	84.6%
A14505 54005 Office Materials &	1,500	0	1,500	123.09	.00	1,376.91	8.2%
A14505 54020 POSTAGE	42,000	0	42,000	5,114.63	.00	36,885.37	12.2%
A14505 54035 EDUCATION & TRAINI	1,500	0	1,500	.00	.00	1,500.00	.0%
A14505 54040 ASSOC/MEMBERSHIP D	140	0	140	140.00	.00	.00	100.0%
A14505 54041 PUBLICATIONS	350	0	350	.00	.00	350.00	.0%
A14505 54045 Travel & Sustenanc	0	250	250	85.12	.00	164.88	34.0%
A14505 54047 MILEAGE REIMBURSEM	250	-250	0	.00	.00	.00	.0%
A14505 54050 Equip. Repairs & M	300	0	300	.00	.00	300.00	.0%
A14505 54055 PROFESSIONAL SERVI	75,000	-8,250	66,750	.00	.00	66,750.00	.0%
A14505 54060 LEGAL NOTICES / AD	3,000	0	3,000	.00	.00	3,000.00	.0%
A14505 54065 EQUIP RENT / LEASE	63,295	1,000	64,295	333.41	165.46	63,796.13	.8%
A14505 54070 INSURANCE	5,713	0	5,713	6,072.30	.00	-359.80	106.3%*
A14505 54078 Fuel	500	0	500	.00	.00	500.00	.0%
A14505 54213 I/D COPIER	1,240	0	1,240	333.16	.00	906.84	26.9%
A14505 58020 RETIREMENT	16,110	0	16,110	.00	.00	16,110.00	.0%
A14505 58030 FICA	11,239	0	11,239	4,117.77	.00	7,121.23	36.6%
A14505 58040 WORKERS COMP	5,980	0	5,980	6,059.48	.00	-79.48	101.3%*
A14505 58060 HEALTH INS	22,540	0	22,540	5,779.40	.00	16,760.89	25.6%
A14505 58062 DENTAL INS	271	0	271	104.40	.00	166.32	38.6%
A14505 58065 VISION CARE BENEFIT	59	0	59	22.50	.00	36.30	38.3%
TOTAL ELECTIONS	527,520	0	527,520	119,515.36	747.74	407,257.21	22.8%
TOTAL GENERAL FUND	524,220	0	524,220	118,306.76	747.74	405,165.81	22.7%
TOTAL REVENUES	-3,300	0	-3,300	-1,208.60	.00	-2,091.40	
TOTAL EXPENSES	527,520	0	527,520	119,515.36	747.74	407,257.21	