



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, June 13, 2023

8:30 AM

Room 302

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Late	8:40 AM
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Nancy Fuller	Guthrie	Corporate Compliance Officer	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Michelle Brown	Cortland County, NY	Republican Election Commission	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Remote	

Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Patricia Schaap	Cortland County, NY	Deputy Director of Community Services	Remote	
Maryjoan Case		CCSI Consultant	Remote	
Cathy Bischoff	Cortland County, NY	Board Member	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - May 16, 2023 9:00 AM

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

PRESENTATIONS

1. Corporate Compliance Officer Overview from Nancy Fuller

RESULT:	COMPLETED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement Between the County of Cortland and the CSEA Cortland County Local 812, Unit #6550 Effective January 1, 2024 to December 31, 2028 - Personnel Department

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

An executive session was held from 9:42 a.m. to 10:01 a.m., at which time on motion of Mr. Wagner, seconded by Dr. Wilson, it was unanimously approved by voice vote to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/13/2023 10:00 AM
MOVER:	George Wagner, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Authorize Agreement Between the County of Cortland and the CSEA Cortland County Local 812, Unit #6550 Effective January 1, 2024 to December 31, 2028 - Personnel Department

WHEREAS, Cortland County and CSEA Local 812, Unit #6550 negotiating committees have met to negotiate a new contract, AND

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

WHEREAS, CSEA ratified the contract on June 6, 2023, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Agreement by and between the County of Cortland and CSEA Cortland County Local 812, Unit #6550, for the time period of January 1, 2024 to December 31, 2028.

AGENDA ITEM NO. 2 – Reallocate Salary Grade for Various Positions - Department of Social Services

RESULT: APPROVED [UNANIMOUS]

Next: 6/13/2023 10:00 AM

MOVER: Sandra Price, Committee Member

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

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

ON MOTION OF PRICE

RESOLUTION NO.

Reallocate Salary Grade for Various Positions - Department of Social Services

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for many positions in the Cortland County Department of Social Services, AND

WHEREAS, it is recommended that the following positions, which are in the CSEA Local 812, Unit 6550 labor contract, be reallocated as follows:

Case Aide: Grade 7 to Grade 8
Senior Case Aide: Grade 9 to Grade 10
Social Welfare Examiner Trainee: Grade 9 to Grade 10
Social Welfare Examiner: Grade 10 to Grade 12
Senior Social Welfare Examiner: Grade 12 to Grade 15
Support Investigator: Grade 10 to Grade 12
Senior Support Investigator: Grade 12 to Grade 15

, NOW THEREFORE BE IT

RESOLVED, that the positions noted below are hereby reallocated in the CSEA Local 812, Unit 6550 labor contract as follows effective June 23, 2023 at 12:01 AM:

Case Aide: Grade 7 to Grade 8
Senior Case Aide: Grade 9 to Grade 10
Social Welfare Examiner Trainee: Grade 9 to Grade 10
Social Welfare Examiner: Grade 10 to Grade 12
Senior Social Welfare Examiner: Grade 12 to Grade 15
Support Investigator: Grade 10 to Grade 12
Senior Support Investigator: Grade 12 to Grade 15

MONTHLY REPORTS

1. County Clerk Monthly Report for May 2023

RESULT: COMPLETED

2. Monthly FOIL Report

RESULT: COMPLETED

3. May Vacancy Report

RESULT: COMPLETED

4. County Attorney Office Monthly Report

RESULT: COMPLETED

5. Weights & Measures Monthly Report

RESULT: COMPLETED

6. Board of Elections Monthly Report

RESULT: COMPLETED

DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 10:02 AM



Government Operations Committee

Committee Meeting

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

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~ Minutes ~

Tuesday, May 16, 2023

9:00 AM

Room 302

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Excused	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Gerald Raymond	Cortland County, NY	Chief Assistant County Attorney	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Michelle Brown	Cortland County, NY	Deputy Election Commissioner	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Trisha Hiemstra	Cortland County, NY	Planning Director	Present	
Donald Chu		Resident	Remote	

Minutes Acceptance: Minutes of May 16, 2023 9:00 AM (MINUTES)

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

MINUTES

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

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

RESOLUTIONS

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

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

ON MOTION OF STOCK

RESOLUTION NO.

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

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

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

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

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

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

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

MONTHLY REPORTS

1. County Clerk Monthly Report

RESULT:	COMPLETED
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2. Weights and Measures Monthly Report

RESULT:	COMPLETED
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3. County Attorney Office Monthly Report

RESULT:	COMPLETED
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4. Elections Monthly Report

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

RESULT:	COMPLETED
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6. May Vacancy Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. County Compliance Officer

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:59 AM

Minutes Acceptance: Minutes of May 16, 2023 9:00 AM (MINUTES)



Personnel Change Justification Form

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

Position Name (s): Create N/A Abolish N/A

Bargaining Unit: CSEA

Purpose and Background:

Please see attached justification regarding the reallocation request for 7 titles in the Department of Social Services. The purpose is to increase our ability to recruit and retain employees. The low-end of the CSEA pay scale is not allowing us to recruit and retain employees. It would affect 48 of our lowest paid positions.

Fiscal Impact: ☒ County Funded 35% % ☐ Grant Funded _____ % Grant Exp. Date _____

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

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

Annual Increase: \$ ^{TBD by Co. Admin} _____ County Share: \$ _____ # of Positions Affected: _____

Goals:

We hope to be able to fill vacant positions and stabilize our work force.

Operational Impact:

We can serve those in need with more efficacy if we have adequate and trained employees.

Requested By:

[Signature]
Signature of Requesting Department Head

5/30/23
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

5/30/23
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Reallocation Request June 2023 – Department of Social Services

<u>Titles</u>	<u>From</u>	<u>To</u>	<u># Positions</u>
1. Case Aide (2 newly abolished)	Grade 7 (17.1917 – 21.7603)	Grade 8 (17.7082 – 22.4141)	11 FTE
2. Sr. Case Aide (3 newly created)	Grade 9 (18.2559 – 23.1072)	Grade 10 (18.8329 – 23.8377)	5 FTE
3. Social Welfare Examiner Trainee	Grade 9 (18.2559 – 23.1072)	Grade 10 (18.8329 – 23.8377)	1 FTE
4. Social Welfare Examiner/Support Investigator	Grade 10 (18.8329 – 23.8377)	Grade 12 (20.0654 – 25.3977)	18/4 FTE
5. Sr. Social Welfare Examiner/Sr. Support Investigator	Grade 12 (20.0654 – 25.3977)	Grade 15 (22.1643 – 28.0544)	8/1 FTE

Relevant Recruitment Data: (January 2022 – May 2023)

- **Case Aide** – We filled 11 vacancies in the 13 positions we had in the past 17 months. There were 15 very good candidates who were offered the position or would have been offered the position and refused it specifically citing the low pay as the reason.
- **Social Welfare Examiner Trainee/Social Welfare Examiner** – We filled 5 vacancies in the 19 positions in the past 17 months. Of the three positions not filled with internal candidates needing to step down from their Sr. Social Welfare Examiner positions, there were three candidates who were offered and declined citing the low pay as the reason.
- **Support Investigator** – We filled 9 vacancies in the 5 positions in the past 17 months. During that time, no more than 4 were ever filled at a time due to our inability to recruit candidates that we could retain.
- **Senior Social Welfare Examiner** – In 2021, we promoted 2 candidates without internal experience in the Social Welfare Examiner (SWE) position and neither is still in the position. We have had one position vacant since January 2023 and have been unable to recruit anyone to take the position. The current SWE employees cite the low pay difference as the main reason they are not interested because the pay increase would be approximately \$.50/hr and that is not worth the added responsibility and stress of supervising staff. We had another vacancy arise in April 2023 and abolished it for a Sr. Investigator position because we could not fill it, and it was needed in the Child Support Unit. On May 26, 2023, we received another resignation from a Sr. Social Welfare Examiner resulting in two vacancies of 8 positions and no candidates.

Relevant Retention Data: (January 2022 – May 2023)

- **Case Aide** – We had 11 of these positions become vacant because the employees sought a higher pay job. Five of them took promotions within our department and six left citing opportunities for higher pay employment.

- **Sr. Case Aide** – Until the end of May 2023, we had just two of these positions. One of them turned over twice in the past 17 months due to a promotion within the department and a departure for a better paying job.
- **Social Welfare Examiner** – There were 5 positions that became vacant. Two were due to promotions within our department, one was due to someone taking higher pay employment with another department. The other two departures were not related to pay.
- **Support Investigator** – Of the 9 new hires in the past 17 months, 4 of them were not passing probation at the time of their departure and would not have been retainable, and 2 of them were lured back to former employers for more money. Two long term employees left citing burnout and frustration. Of the 4 Investigator positions currently in the Child Support Unit, 3 are filled with employees here between 1 and 4 months and one is vacant.
- **Sr. Social Welfare Examiner** – We have had 4 vacancies in the past 17 months. Three of these individuals took voluntary or required demotions to positions within the department. One chose to leave for unknown reasons.

County Clerk Monthly Report: Jan-May

41.67%

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Clerk Fees	203859.77	203,712.87	164,464.94
DMV Fees	173,289.32	140,955.35	156,526.18
User Fee	112,961.82	94,418.67	107,780.58
Internet Fee	6351.44	2,793.27	7,226.71
Local Mtg Tax	164,767.80	188,139.33	120,475.65
DWI Fines	3005.00	4766.31	2,695.00
Mtg Tax Exp	25965.00	25,965.00	25,965.00
TOTAL	690,200.15	660,750.80	585,134.06
% OF Est Rev	47%	44.42%	38.14
Est Rev	1,474,216.00,	1,487,516.00	1,534,316.00
Actual Rev	1,705,470.28	TBD	TBD

Attended Local Government Records Advisory Committee Meeting

Attended NYS County Clerk's Conference

Courthouse dedication

:

Attachment: County Clerk Monthly Stats May 2023 (11523 : County Clerk Monthly Report for May 2023)

Requests by Month

Run Date: 06/09/2023 2:45 PM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
5/1/2023	Sheriff Department Request	Yes	5/1/2023	S000307-050123
5/1/2023	Sheriff Department Request	Yes	5/23/2023	S000308-050123
5/1/2023	County FOIL Request	Yes	6/2/2023	R000168-050123
5/1/2023	Sheriff Department Request	Yes	5/8/2023	S000309-050123
5/1/2023	Sheriff Department Request	No		S000310-050123
5/1/2023	Sheriff Department Request	Yes	5/8/2023	S000311-050123
5/1/2023	Sheriff Department Request	Yes	5/8/2023	S000312-050123
5/1/2023	Sheriff Department Request	Yes	5/8/2023	S000313-050123
5/1/2023	Sheriff Department Request	Yes	5/8/2023	S000314-050123
5/2/2023	Sheriff Department Request	Yes	5/8/2023	S000315-050223
5/2/2023	Sheriff Department Request	Yes	5/8/2023	S000316-050223
5/2/2023	Sheriff Department Request	Yes	5/8/2023	S000317-050223
5/2/2023	Sheriff Department Request	No		S000318-050223
5/2/2023	Sheriff Department Request	Yes	5/8/2023	S000319-050223
5/2/2023	Sheriff Department Request	Yes	5/8/2023	S000320-050223
5/2/2023	Sheriff Department Request	No		S000321-050223
5/2/2023	Sheriff Department Request	Yes	5/8/2023	S000322-050223
5/2/2023	Sheriff Department Request	Yes	5/8/2023	S000323-050223
5/3/2023	Sheriff Department Request	Yes	5/8/2023	S000324-050323
5/3/2023	Sheriff Department Request	Yes	5/8/2023	S000325-050323
5/3/2023	Sheriff Department Request	Yes	5/8/2023	S000326-050323
5/4/2023	Sheriff Department Request	Yes	5/31/2023	R000169-050423
5/4/2023	Sheriff Department Request	No		S000327-050423
5/4/2023	County FOIL Request	Yes	6/9/2023	R000170-050423
5/5/2023	County FOIL Request	Yes	6/5/2023	R000171-050523
5/5/2023	Sheriff Department Request	Yes	5/8/2023	S000328-050523
5/5/2023	Sheriff Department Request	Yes	5/8/2023	S000329-050523
5/5/2023	Sheriff Department Request	Yes	5/8/2023	S000330-050523
5/5/2023	Sheriff Department Request	Yes	5/8/2023	S000331-050523
5/8/2023	Sheriff Department Request	Yes	5/11/2023	S000332-050823
5/8/2023	Sheriff Department Request	Yes	5/11/2023	S000333-050823
5/8/2023	Sheriff Department Request	Yes	5/11/2023	S000334-050823
5/8/2023	Sheriff Department Request	No		S000335-050823
5/8/2023	Sheriff Department Request	Yes	5/11/2023	S000336-050823
5/8/2023	Sheriff Department Request	Yes	5/11/2023	S000337-050823
5/8/2023	County FOIL Request	Yes	6/5/2023	R000172-050823
5/9/2023	Sheriff Department Request	No		S000338-050923
5/9/2023	Sheriff Department Request	No		S000339-050923
5/9/2023	Sheriff Department Request	Yes	5/11/2023	S000340-050923
5/9/2023	Sheriff Department Request	Yes	5/11/2023	S000341-050923
5/9/2023	Sheriff Department Request	Yes	5/11/2023	S000342-050923
5/9/2023	Sheriff Department Request	Yes	5/11/2023	S000343-050923
5/9/2023	Sheriff Department Request	Yes	5/11/2023	S000344-050923
5/9/2023	Sheriff Department Request	Yes	5/11/2023	S000345-050923
5/9/2023	Sheriff Department Request	Yes	5/11/2023	S000346-050923

Attachment: May FOIL Report (11545 : Monthly FOIL Report)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
5/9/2023	Sheriff Department Request	Yes	5/11/2023	S000347-050923
5/10/2023	Sheriff Department Request	Yes	5/11/2023	S000348-051023
5/10/2023	Sheriff Department Request	Yes	5/11/2023	S000349-051023
5/10/2023	Sheriff Department Request	Yes	5/11/2023	S000350-051023
5/10/2023	County FOIL Request	Yes	5/30/2023	R000173-051023
5/11/2023	Sheriff Department Request	Yes	5/11/2023	S000351-051123
5/11/2023	Sheriff Department Request	Yes	5/11/2023	S000352-051123
5/11/2023	Sheriff Department Request	Yes	5/11/2023	S000353-051123
5/11/2023	Sheriff Department Request	Yes	5/11/2023	S000354-051123
5/11/2023	Sheriff Department Request	Yes	5/11/2023	S000355-051123
5/11/2023	Sheriff Department Request	Yes	5/11/2023	S000356-051123
5/11/2023	Sheriff Department Request	Yes	5/11/2023	S000357-051123
5/12/2023	Sheriff Department Request	No		S000358-051223
5/12/2023	Sheriff Department Request	Yes	5/14/2023	S000359-051223
5/12/2023	Sheriff Department Request	Yes	5/14/2023	S000360-051223
5/12/2023	Sheriff Department Request	Yes	5/14/2023	S000361-051223
5/12/2023	Sheriff Department Request	Yes	5/14/2023	S000362-051223
5/15/2023	County FOIL Request	No		R000174-051523
5/15/2023	Sheriff Department Request	Yes	5/16/2023	S000363-051523
5/15/2023	Sheriff Department Request	Yes	5/16/2023	S000364-051523
5/15/2023	Sheriff Department Request	Yes	5/16/2023	S000365-051523
5/15/2023	Sheriff Department Request	Yes	5/21/2023	S000366-051523
5/15/2023	Sheriff Department Request	Yes	5/21/2023	S000367-051523
5/16/2023	Sheriff Department Request	No		S000368-051623
5/16/2023	Sheriff Department Request	Yes	5/21/2023	S000369-051623
5/16/2023	Sheriff Department Request	No		S000370-051623
5/16/2023	Sheriff Department Request	Yes	5/21/2023	S000371-051623
5/16/2023	Sheriff Department Request	Yes	5/21/2023	S000372-051623
5/17/2023	Unrecognized Email	Yes	5/17/2023	U000704-051723
5/17/2023	Sheriff Department Request	Yes	5/24/2023	S000373-051723
5/18/2023	Sheriff Department Request	Yes	5/21/2023	S000374-051823
5/18/2023	Sheriff Department Request	Yes	5/24/2023	S000375-051823
5/18/2023	County FOIL Request	Yes	6/2/2023	R000175-051823
5/19/2023	Sheriff Department Request	Yes	5/21/2023	S000376-051923
5/19/2023	Sheriff Department Request	Yes	5/21/2023	S000377-051923
5/19/2023	Sheriff Department Request	Yes	6/4/2023	R000176-051923
5/23/2023	Sheriff Department Request	Yes	5/23/2023	S000378-052323
5/23/2023	Sheriff Department Request	Yes	5/24/2023	S000379-052323
5/23/2023	Sheriff Department Request	Yes	5/24/2023	S000380-052323
5/23/2023	Sheriff Department Request	Yes	5/24/2023	S000381-052323
5/24/2023	County FOIL Request	Yes	6/2/2023	R000177-052423
5/25/2023	Sheriff Department Request	Yes	5/31/2023	S000382-052523
5/25/2023	Sheriff Department Request	Yes	5/31/2023	S000383-052523
5/26/2023	Sheriff Department Request	Yes	5/31/2023	S000384-052623
5/26/2023	Sheriff Department Request	Yes	5/31/2023	S000385-052623
5/26/2023	Sheriff Department Request	Yes	5/31/2023	S000386-052623
5/26/2023	Sheriff Department Request	Yes	5/30/2023	S000387-052623
5/26/2023	Sheriff Department Request	Yes	6/4/2023	R000178-052623
5/30/2023	Sheriff Department Request	Yes	5/31/2023	S000388-053023

Attachment: May FOIL Report (11545 : Monthly FOIL Report)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
5/30/2023	Sheriff Department Request	Yes	5/31/2023	S000389-053023
5/31/2023	Sheriff Department Request	No		S000390-053123

POSITION VACANCY REPORT

As of June 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Fiscal Manager Grade 11/\$51,456-\$68,488	Aging	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	6/5/2023	Maria Adsit	*
Food Service Helper Grade 3/\$15.0557-\$19.0567/hr	Aging	New	3/24/2023	3/23/2023	approved by resolution	3/23/2023	5/2/2023	Colleen Sebring	
Data Officer Grade 4H/\$20.3240-\$27.0513	Assigned Counsel	Retirement	7/1/2023	5/25/2023	5/25/2023	5/25/2023	Posted		Grant Funded
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Termination	12/28/2022	1/3/2023	1/6/2023	1/6/2023	Posted		
Building Maintenance Mechanic Grade 10-\$18.8329-\$23.8377	Buildings and Grounds	Termination	4/7/2023	4/11/2023	4/13/2023	4/14/2023	Posted		Grant Funded
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Resignation	4/21/2023	4/12/2023	4/12/2023	4/12/2023	Posted		Grant Funded
Paralegal Grade 6H/\$23.4869-\$31.2611	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Posted		*
Senior Index Clerk Grade 8/\$17.7082-\$22.4141	County Clerk	Removal	4/10/2023	4/3/2023	4/3/2023	4/3/2023	Posted		
Assistant District Attorney Grade 6/\$73,873-\$98.324	District Attorney	Removal	11/7/2022	11/14/2022	11/14/2022	11/14/2022	Posted		
Crime Victim Advocate Grade 9/\$18.2559-\$23.1072/hr	District Attorney	New	3/24/2023	3/23/2023	approved by resolution	3/23/2023	5/30/2023	Evelyn Hull	
Information Processing Clerk Grade 8/\$17.7082-\$21.7603	District Attorney	Resignation	4/14/2023	3/20/2023	3/20/2023	3/20/2023	5/8/2023	Grace Overbaugh	
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/3/2023	1/3/2023	1/3/2023	Post		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/3/2023	1/3/2023	1/3/2023	4/10/2023	Amy Basil	
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/11/2023	1/13/2023	1/13/2023	5/22/2023	Jessica Riley- Jones	
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	Promotion	11/15/2022	11/16/2022	11/16/2022	11/16/2022	5/26/2023	Diana Gulini	Grant Funded

Attachment: June 2023.xlsx (11542 : May Vacancy Report)

POSITION VACANCY REPORT

As of June 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Case Supervisor, Grade B Grade 22/\$28.4246-\$35.9782	DSS	Resignation	1/27/2023	1/11/2023	1/13/2023	1/13/2023	3/17/2023	Drew Davidson	
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	2/2/2023	2/16/2023	2/16/2023	2/16/2023	5/30/2023	Logan Bufalini	
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	3/13/2023	2/24/2023	2/27/2023	3/1/2023	Posted		
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	3/13/2023	2/24/2023	2/27/2023	3/1/2023	Posted		
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	3/26/2023	3/3/2023	3/3/2023	3/6/2023	Posted		
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	Promotion	4/7/2023	3/10/2023	3/13/2023	3/14/2023	Posted		
Support Investigator Grade 10/\$18.8329-\$23.8377	DSS	Resignation	4/7/2023	3/27/2023	3/27/2023	3/27/2023	5/13/2023	Jennifer Ryant	
Support Investigator Grade 10/\$18.8329-\$23.8378	DSS	Resignation	4/7/2023	3/27/2023	3/27/2023	3/27/2023	Posted		
Case Aide (PT) Grade 7/\$17.1917-\$21.7603/hr	DSS	Resignation	4/7/2023	4/13/2023	4/13/2023	3/14/2023	Posted		Grant Funded
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	New Postion	4/28/2023	4/27/2023	Approved by Resolution	4/27/2023	Posted		
Case Aide Grade 7/\$17.1917-\$21.7603/hr	DSS	Resignation	5/5/2023	4/20/2023	4/21/2023	3/21/2023	5/8/2023	Melanie Wood	Grant Funded
Senior Case Aide Grade 9/\$18.2559-\$23.1072	DSS	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	Posted		
Senior Case Aide Grade 9/\$18.2559-\$23.1072	DSS	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	Posted		
Senior Case Aide Grade 9/\$18.2559-\$23.1072	DSS	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	Posted		
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Promotion	6/2/2023	5/16/2023	5/16/2023	5/16/2023	Posted		Grant Funded
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	6/7/2023	5/5/2023	5/8/2023	5/8/2023	Posted		Grant Funded
Caseworker Grade 18/\$24.5868-\$31.1205	DSS	Resignation	6/12/2023	5/24/2023	5/24/2023	5/24/2023	Posted		Grant Funded

Attachment: June 2023.xlsx (11542 : May Vacancy Report)

POSITION VACANCY REPORT

As of June 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Senior Social Welfare Examiner Grade 12/\$20.0654-\$25.3977	DSS	Resignation	6/23/2023	5/30/2023	5/31/2023	5/31/2023	Posted		Grant Funded
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	Promotion	6/23/2023	5/30/2023	5/31/2023	5/31/2023	Posted		Grant Funded
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020	Posted		Grant Funded
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	Resignation	4/3/2023	3/31/2023	3/31/2023	3/31/2023	Posted		Grant Funded
E&T Special Programs Coordinator Grade 9/\$18.2559-\$23.1072	E&T	Temporary	6/5/2023	5/11/2023	5/11/2023	5/11/2023	6/5/2023	Jaclyn Pittsley	
Deputy Election Commissioner Grade 12/\$47,566-\$63,710	Elections	Promotion	5/25/2023	5/17/2023	5/17/2023	5/17/2023	Posted		
Senior Dispatcher Grade 8/\$25.0106-\$34.1584	ERAC	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam File		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	1/24/2023	1/25/2023	1/26/2023	1/26/2023	Exam file		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	3/17/2023	3/20/2023	3/21/2023	3/21/2023	exam list		
RN/ \$29.6033-\$34.6753 hr PHN / \$31.8942-\$37.3569 hr	Health	Removal of Provisional	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted		*
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Health	Promotion	9/10/2022	2/10/2023	2/10/2023	2/10/2023	Posted		
Public Health Technician Grade 15/\$22.1643-\$28.0544	Health	New	4/28/2023	4/28/2023	Approved by Resolution	4/28/2023	Posted		
Public Health Sanitarian Grade 19/\$25.4771-\$32.2476	Health	Temporary	5/3/2023	5/4/2023	5/4/2023	5/4/2023	Posted		
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	8/11/2022	8/12/2022	8/12/2022	8/12/2022	Post		Grant Funded
Park Attendant \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Park Attendant \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Park Attendant \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		

Attachment: June 2023.xlsx (11542 : May Vacancy Report)

POSITION VACANCY REPORT

As of June 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Park Attendant \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Park Attendant \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Park Attendant \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Seasonal Aide \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Seasonal Aide \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Seasonal Aide \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Seasonal Aide \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Seasonal Aide \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Wade Pool Attendant \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Wade Pool Attendant \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Wade Pool Attendant (PT) \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Wade Pool Attendant (PT) \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Wade Pool Attendant (PT) \$15.20/hr	Highway	Temporary	3/1/2023	2/13/2023	2/13/2023	2/13/2023	Posted		
Highway Construction Mechanic Grade 16/\$22.0488-\$27.9023	Highway	Termination	3/16/2023	3/10/2023	3/14/2023	3/14/2023	5/15/2023	Jeffrey Sanford	
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	3/31/2023	4/5/2023	4/5/2023	4/5/2023	Posted		
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator Grade 14/	Highway	Resignation	4/4/2023	4/5/2023	4/5/2023	4/5/2023	5/30/2023	Nicholas Bolson	
Highway Construction Mechanic Grade 16/\$22.0488-\$27.9023	Highway	Resignation	4/10/2023	4/5/2023	4/5/2023	4/5/2023	5/8/2023	Camryn Sanford	

Attachment: June 2023.xlsx (11542 : May Vacancy Report)

POSITION VACANCY REPORT

As of June 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator	Highway	New/Promotion	6/24/22 / 11/18/22	9/27/2022	Approved by resolution, 10/3/2022	6/24/2022, 10/4/2022	5/15/2023	Gabriel Martin	
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway-Solid Waste	Promotion	1/22/2023	4/13/2023	4/17/2023	4/17/2023	Posted		
Deputy Clerk to County Legislature Grade 12/\$47,366-\$65,710	Legislature	Resignation	5/5/2023	4/12/2023	4/12/2023	4/12/2023	Posted		
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		*
Senior Mental Health Clinician Grade 28/\$34.9958-\$40.0754	Mental Health	Temporary	11/28/2022	11/18/2022	11/18/2022	11/21/2022	Posted		*
Clinical Director of Mental Health Programs Grade 6/\$73,873-\$98,324	Mental Health	Removal	2/17/2023	2/13/2023	2/13/2023	2/13/2023	Cert/Posted		
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Retirement	4/22/2023	4/28/2023	4/28/2023	4/28/2023	Posted		
Peer Specialist PT (17hrs/week) Grade 9/\$18.2559-\$23.1072/hr	Mental Health	New Position	4/28/2023	4/27/2023	Approved by resolution	4/27/2023	Posted		
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Removal	5/2/2023	5/2/2023	5/2/2023	5/3/2023	Posted		
Medical Services Clerk Grade 8/\$17.7082-\$22.4141	Mental Health	Resignation	5/26/2023	5/10/2023	5/10/2023	5/10/2023	Posted		
Mental Health Clinician Grade 26/\$33.0886-\$41.8817	Mental Health	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	Posted		
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Resignation	6/29/2023	5/10/2023	5/10/2023	5/10/2023	Posted		
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Grant Administrator Grade 10/\$55,315-\$75,625	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Posted		*
GIS Planner Grade 19/\$25.4771-\$32.2476	Planning	Resignation	5/26/2023	5/3/2023	5/3/2023	5/4/2023	Posted		
Mobility Coordinator Grade 17/\$23.7382-\$30.0465	Planning	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	Posted		
Probation Officer I Grade 18/\$24.5868-\$31.1205/hr	Probation	Resignation	4/3/2023	3/22/2023	3/22/2023	3/22/2023	6/12/2023	Lisa Hubbard	

Attachment: June 2023.xlsx (11542 : May Vacancy Report)

POSITION VACANCY REPORT

As of June 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Probation Officer I Grade 18/\$24.5868-\$31.1205/hr	Probation	Resignation	4/14/2023	3/24/2023	3/24/2023	3/24/2023	6/12/2023	Marissa Chierchio	
Assistant Public Defender Grade 6/\$73,873-\$98,324	Public Defender	Resignation	5/17/2023	4/25/2023	4/26/2023	4/26/2023	Posted		Grant Funded
Public Defender Grade 3/\$91,771-\$122,148	Public Defender	Resignation	6/9/2023	5/18/2023	5/18/2023	5/18/2023	Posted		
PT Jail Cook (12 hrs) Grade 2 \$17.4089-\$23.1381	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.4089-\$23.1381	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	5/8/2023	Zachery Burden	*
Correction Officer Grade 1 \$22.0637-\$36.4210	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	6/5/2023	Ryan Reisdoff	*
Correction Officer Grade 1 \$22.0637-\$36.4211	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Cert/Posted		*
Keyboard Specialist Grade 5/\$16.2237-\$20.5351	Sheriff	New	8/26/2022	8/25/2022	Approved by Resolution	8/25/2022	Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4209	Sheriff	Resignation	9/30/2022	9/22/2022	9/22/2022	9/22/2022	Cert/Posted		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	New 2023	1/1/2023	11/29/2022	11/30/2022	11/30/2022	Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	1/18/2023	1/6/2023	1/6/2023	1/9/2023	Cert/Posted		

Attachment: June 2023.xlsx (11542 : May Vacancy Report)

[illegible]

VACANCIES FILLED IN MAY 2023

[illegible]



Personnel Change Justification Form

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

Position Name (s): Create N/A Abolish N/A

Bargaining Unit: CSEA

Purpose and Background:

Please see attached justification regarding the reallocation request for 7 titles in the Department of Social Services. The purpose is to increase our ability to recruit and retain employees. The low-end of the CSEA pay scale is not allowing us to recruit and retain employees. It would affect 48 of our lowest paid positions.

Fiscal Impact: ☒ County Funded 35% % ☐ Grant Funded _____ % Grant Exp. Date _____

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

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

Annual Increase: \$ ^{TBD by Co. Admin} _____ County Share: \$ _____ # of Positions Affected: _____

Goals:

We hope to be able to fill vacant positions and stabilize our work force.

Operational Impact:

We can serve those in need with more efficacy if we have adequate and trained employees.

Requested By:

[Signature]
Signature of Requesting Department Head

5/30/23
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

5/30/23
Date

County Administrator Budget Impact Statement:

Total County Cost would be \$14,500 additional per year

County Administrator Approval

[Signature]
Signature of County Administrator

6/5/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Attachment: June 2023 Justification Forms (11542 : May Vacancy Report)

Reallocation Request June 2023 – Department of Social Services

<u>Titles</u>	<u>From</u>	<u>To</u>	<u># Positions</u>
1. Case Aide (2 newly abolished)	Grade 7 (17.1917 – 21.7603)	Grade 8 (17.7082 – 22.4141)	11 FTE
2. Sr. Case Aide (3 newly created)	Grade 9 (18.2559 – 23.1072)	Grade 10 (18.8329 – 23.8377)	5 FTE
3. Social Welfare Examiner Trainee	Grade 9 (18.2559 – 23.1072)	Grade 10 (18.8329 – 23.8377)	1 FTE
4. Social Welfare Examiner/Support Investigator	Grade 10 (18.8329 – 23.8377)	Grade 12 (20.0654 – 25.3977)	18/4 FTE
5. Sr. Social Welfare Examiner/Sr. Support Investigator	Grade 12 (20.0654 – 25.3977)	Grade 15 (22.1643 – 28.0544)	8/1 FTE

Relevant Recruitment Data: (January 2022 – May 2023)

- **Case Aide** – We filled 11 vacancies in the 13 positions we had in the past 17 months. There were 15 very good candidates who were offered the position or would have been offered the position and refused it specifically citing the low pay as the reason.
- **Social Welfare Examiner Trainee/Social Welfare Examiner** – We filled 5 vacancies in the 19 positions in the past 17 months. Of the three positions not filled with internal candidates needing to step down from their Sr. Social Welfare Examiner positions, there were three candidates who were offered and declined citing the low pay as the reason.
- **Support Investigator** – We filled 9 vacancies in the 5 positions in the past 17 months. During that time, no more than 4 were ever filled at a time due to our inability to recruit candidates that we could retain.
- **Senior Social Welfare Examiner** – In 2021, we promoted 2 candidates without internal experience in the Social Welfare Examiner (SWE) position and neither is still in the position. We have had one position vacant since January 2023 and have been unable to recruit anyone to take the position. The current SWE employees cite the low pay difference as the main reason they are not interested because the pay increase would be approximately \$.50/hr and that is not worth the added responsibility and stress of supervising staff. We had another vacancy arise in April 2023 and abolished it for a Sr. Investigator position because we could not fill it, and it was needed in the Child Support Unit. On May 26, 2023, we received another resignation from a Sr. Social Welfare Examiner resulting in two vacancies of 8 positions and no candidates.

Relevant Retention Data: (January 2022 – May 2023)

- **Case Aide** – We had 11 of these positions become vacant because the employees sought a higher pay job. Five of them took promotions within our department and six left citing opportunities for higher pay employment.

- **Sr. Case Aide** – Until the end of May 2023, we had just two of these positions. One of them turned over twice in the past 17 months due to a promotion within the department and a departure for a better paying job.
- **Social Welfare Examiner** – There were 5 positions that became vacant. Two were due to promotions within our department, one was due to someone taking higher pay employment with another department. The other two departures were not related to pay.
- **Support Investigator** – Of the 9 new hires in the past 17 months, 4 of them were not passing probation at the time of their departure and would not have been retainable, and 2 of them were lured back to former employers for more money. Two long term employees left citing burnout and frustration. Of the 4 Investigator positions currently in the Child Support Unit, 3 are filled with employees here between 1 and 4 months and one is vacant.
- **Sr. Social Welfare Examiner** – We have had 4 vacancies in the past 17 months. Three of these individuals took voluntary or required demotions to positions within the department. One chose to leave for unknown reasons.



Personnel Change Justification Form

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

Position Name (s): Create Compliance/Privacy Officer Abolish N/A

Bargaining Unit: Management

Purpose and Background:

Create 1.0 FTE Compliance/Privacy Officer for Mental Health Dept. After significant regulatory updated requirements by NYS Office of Inspector General (OMIG) for all healthcare providers billing Medicaid for client services implemented March 2023; compliance/privacy job duties & responsibilities now require a FT manager for success. This position would ensure compliance with regulatory & quality of care for treatment/services and estimated \$3M annual billing revenue by the MH Dept. to protect county's risk/liability under OMIG requirements.

Fiscal Impact: ☒ County Funded 70 % ☒ Grant Funded 30 % Grant Exp. Date annual revenue est.

Current Grade/Salary of Position:

Grade

Salary Range \$

Requested Grade/Salary of Position:

Grade 6-7

Salary Range \$ 73,873 - 98,324 68718-91464

Annual Increase: \$ 98K

County Share: \$ 19K

of Positions Affected: 1.0 FTE

Goals:

Responsibility for ensuring that the codes, rules, and regulations based on applicable Federal, State, and County statutes are adhered to throughout the MH Department. Ensure MH Dept. compliance with Title 18- Part 521 -Provider Compliance Programs. Responsible for the continuous improvement of these policies and programs and implementing compliance/privacy methods for MH dept. success. Ensure full MH Dept. compliance with all federal and state compliance and privacy practices to protect department and county risk/liability under OMIG requirements. Support quality and compliance improvement for MH treatment and services.

Operational Impact:

This position would ensure regulatory and quality of care compliance for close to \$3M in billing revenue by the MH Dept. to protect county's risk/liability from OMIG audit. This new position will free up other Managers for need capacity in their other required assignments. Creates fiscal and clinical quality protection for department & county's risk under OMIG requirements.

Requested By:


Signature of Requesting Department Head

5-1-23
Date

Personnel Officer Approval

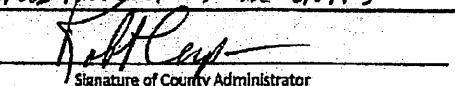

Signature of Personnel Officer

5-1-23
Date

County Administrator Budget Impact Statement:

Will increase efficiencies by not having Deputy spend alot of time performing these duties instead of her duties.

County Administrator Approval


Signature of County Administrator

5/2/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

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

Position Name (s): Create ATI Officer Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

ATI Department was placed under Probation Department several years ago. The ATI Director position was renamed ATI Officer, however, the position specifications were not updated. Probation Director took on many of the administration responsibilities of the ATI Program. Community Service Worker was changed to being supervised by the Probation Director. Community Service Worker position was eliminated and Probation Assistant assumed these duties.

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

Current Grade/Salary of Position: Grade 16 Salary Range \$ 45,866 starting \$47,695

Requested Grade/Salary of Position: Grade 14 Salary Range \$ 40,130 starting \$44,571

Annual Increase: \$ decrease County Share: \$ -3,124 # of Positions Affected: 1

Goals:

To have the position specifications and responsibilities more accurately reflect the position as it has evolved.

Operational Impact:

Will have no operation impact. It is a cost savings opportunity.

Requested By:

Officer Debra
Signature of Requesting Department Head

5/22/23
Date

Personnel Officer Approval

Travis Zeman
Signature of Personnel Officer

5/23/23
Date

County Administrator Budget Impact Statement:

Net Savings to County

County Administrator Approval

Bob Ray
Signature of County Administrator

5/23/2023
Date

Statutory Committee Approval

Greg Zeman
Signature of Committee Chair after Committee Vote

6/8/23
Date



Personnel Change Justification Form

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

Position Name (s): Create Probation Assisiant Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

Recent changes in ATI required duties and DWI Interlock mandates have added a growing number of cases that must be supervised and reported on to this Department's responsibilities.

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

Current Grade/Salary of Position: Grade 12 Salary Range \$ 40,130 starting \$41,736

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

Annual Increase: \$ 69,731 County Share: \$ 69,731 # of Positions Affected: 1
With Fringes

Goals:

To meet the expanding requirements imposed by New York State legislation. ATI will be required to more actively supervise a growing number of mandated cases. Requirements of DWI legislation require Conditional Discharge cases be monitored by Probation to oversee the use of the Ignition Interlock installation, compliance with, removal and notification of progress to NYS Department of Motor Vehicle for future relicensure.

Operational Impact:

Loss of a Probation Officer, Community Services Worker and Keyboard Specialist in the last few years have left Probation stretched to capacity. With a seasoned work force we were coping. Loss of trained workers and added mandates have made our situation untenable. Without this position, the impact may be an inability to meet mandated programs and services.

Requested By:

[Signature]
Signature of Requesting Department Head

5/22/23
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

5/23/23
Date

County Administrator Budget Impact Statement

With Fringes it will be an increase of \$69,731 to the Budget

County Administrator Approval

[Signature]
Signature of County Administrator

5/23/2023
Date

Statutory Committee Approval

[Signature]
Signature of Committee Chair after Committee Vote

6/8/23
Date



OFFICE OF THE CORTLAND COUNTY ATTORNEY

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

Victoria J. Monty
County Attorney

Gerald D. Raymond
Chief Assistant County Attorney

Jeri A. DuVall
Assistant County Attorney

Nicole M. Compton
Secretary

MONTHLY REPORT – Dated June 2, 2023

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

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

INSURANCE RECOVERIES & SETTLEMENTS

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

FINES COLLECTED:

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

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
42	150	371	307	359	360

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
10	45	92	126	144	143

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

Type	YTD 2023	2022	2021	2020	2019
JD	5	12	17	21	22
JD - RTA*	3	4	3	8	13
PINS	7	9	4	4	15
Probation Violations - Support	4	10	3	5	6

* Respondent 16 years of age at date of offense(s), committed 10/01/2018-9/30/2019; 17 years of age at date of offense(s), committed after 10/01/2019

JD (including RTA) referrals for petition by classification of offense:

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

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
8	24	49	21	65	87

Weights and Measures
For May 2023
Government Operations Committee

For the Month of May I tested 156 petrol meters, 2 fuel oil trucks, 8 timing devices, 1 rail scale at a meat processing plant and 2 platform scales at a local distillery.

I was invited to set up a table at the job fair at Suny Cortland. It was good to get out and educate the public on what Weights and Measures does. It was a disappointment for the turn out of the high school kids and the adults later in the day. All the employers put in a lot of time and money to attend in hopes of attracting some new employees. This was an eye opener for me. It seems less and less people are seeking employment. Hopefully the County got a few candidates which would make the effort worthwhile.

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

Cortland County Board of Elections

112 River Street, Suite 1
Cortland, NY 13045-2828

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

www.Cortland-Co.org

Thomas H. Brown
Democratic Commissioner
607-753-5033

Michelle S. Brown
Republican Commissioner
607-753-5125

MONTHLY REPORT – May 2023

Voter Registrations/Records:

New	Address	Party	Name	IA/Purge/Other	Duplicates	Incomplete	DOH	OCA	TOTAL
183	262	27	11	687	39	166	45	2	1422

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
142	320	578	48	128	166	1382

FOIL Requests:

Received	In process	Completed
10	0	10

- Delivered/retrieved 9 voting machines for the various School Board Elections
- Independent Petition filing period was May 23rd – May 30th and we received 8 petitions
- Processed 1,496 returned Mailcheck postcards
- Prepared 27 Caucus packets for the Town candidates
- NYSBOE conducted an in person review of the office – see attached form

Peter S. Kosinski
Co-Chair



Board of
Elections

Douglas A. Kellner
Co-Chair

Anthony J. Casale
Commissioner

40 NORTH PEARL STREET, SUITE 5
ALBANY, N.Y. 12207-2109

Andrew J. Spano
Commissioner

Raymond J. Riley, III
Co-Executive Director

Phone: 518/474-8100 Fax: 518/486-4068
<http://www.elections.ny.gov>

Kristen Zebrowski-Stavisky
Co-Executive Director

County Board Review

County: Cortland Date: 5/31/2023

☒ NYSVoter Reports

☒ NVRA

☒ Individual Voters

☒ Online Voter Registration

☒ Grants

☒ Questions/Concerns/Feedback

County Board Representatives

Name (D): THOMAS H. BROWN

Name (R): Michelle S. Brown

Signature (D): Thomas H. Brown

Signature (R): Michelle S. Brown

Title (D): Commissioner

Title (R): Commissioner

State Board Representatives

Name (D): Cassandra Bagmanian

Name (R): Michael Maschetti

Signature (D): CBA

Signature (R): Ma Maschetti

Comments/Notes

Compliant (D)

County Reg System:

Total Active: _____

Total Inactive: _____

NYSVoter as of _____

Total Active: _____

Total Inactive: _____