



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, August 11, 2022

9:00 AM

Room 302

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Excused	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Eddie Velazques	Cortland Standard	Reporter	Remote	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Remote	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	

MINUTES

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

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

PRESENTATIONS

RESOLUTIONS

AGENDA ITEM NO. 1 – Reappoint Personnel Officer - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/25/2022 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Susan Wilson, Committee Member
AYES:	Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF STOCK

RESOLUTION NO. 190-22

Reappoint Personnel Officer - Personnel Department

WHEREAS, the Cortland County Legislature, through Resolution No. 135-21, appointed Laurie Leonard as the Cortland County Personnel Officer on May 27, 2021, to fill a term left vacant by the previous Personnel Officer through November 17, 2022, AND

WHEREAS, the appointment of Personnel Officer has a six year term in accordance with Civil Service Law § 15, AND

WHEREAS, the County Administrator, pursuant to Section 5 of Local Law No. 7 of year 2002, as amended by Local Law No. 5 of 2018, is responsible for making recommendations to the County Legislature for the appointment of each department head, AND

WHEREAS, the County Administrator, after evaluation, recommends the reappointment of Laurie Leonard as Cortland County Personnel Officer, AND

WHEREAS, the Government Operations Committee, after reviewing the evaluation and recommendation of the County Administrator, concurs with the County Administrator's recommendation of reappointment, NOW THEREFORE BE IT

RESOLVED, that Laurie Leonard, of Homer, NY, be and is hereby appointed for a term commencing November 18, 2022 and ending November 17, 2028, and shall be compensated in accordance with the Management and Management Confidential Compensation Policy as may be amended from time to time.

AGENDA ITEM NO. 2 – Amend Smoking and Tobacco Use Policy - Personnel Department

RESULT: APPROVED [5 TO 1]

Next: 8/25/2022 6:00 PM

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

SECONDER: George Wagner, Committee Member

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

NAYS: Susan Wilson

EXCUSED: Sandra Price

ON MOTION OF STOCK

RESOLUTION NO.

Amend Smoking and Tobacco Use Policy - Personnel Department

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

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

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

AGENDA ITEM NO. 3 – Amend Driver and Vehicle Use Policy - Personnel Department

RESULT: APPROVED [UNANIMOUS]

Next: 8/25/2022 6:00 PM

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

SECONDER: Paul Heider, Committee Member

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

EXCUSED: Sandra Price

ON MOTION OF STOCK

RESOLUTION NO. 192-22

Amend Driver and Vehicle Use Policy - Personnel Department

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

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

RESOLVED, that the plan will be amended effective August 26, 2022 as attached.

AGENDA ITEM NO. 4 – Amend the Policies and Procedures of Cortland County Government Service Animals And/Or Emotional Support Animals and Public Accommodations Within Cortland County Buildings and Properties Policy - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/25/2022 6:00 PM
MOVER:	Susan Wilson, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF STOCK

RESOLUTION NO. 191-22

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

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

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

RESOLVED, that the plan will be amended effective August 26, 2022 as attached.

AGENDA ITEM NO. 5 – Authorize County Administrator to Authorize Volunteers - County Administrator

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/25/2022 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF STOCK

RESOLUTION NO. 189-22

Authorize County Administrator to Authorize Volunteers - County Administrator

WHEREAS, various Cortland County Departments utilize volunteers to aid with normal day to day operations and special events, AND

WHEREAS, there is no monetary cost to the County for allowing the use of volunteers, AND

WHEREAS, the Cortland County Legislature is willing to accept said volunteers for such purposes, AND

WHEREAS, it is in the best interest of Cortland County for the County Administrator to have the authority to enter into agreements to authorize the use of volunteers, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the Personnel Officer and with procedure agreed upon by the County Administrator, Personnel Office and County Attorney or designee, is hereby authorized to allow volunteer placements.

AGENDA ITEM NO. 6 – Authorize Agreement Between the County of Cortland and the New York State Nurse's Association Effective July 1, 2022 to December 31, 2026

It was MOVED by Mr. Heider, seconded by Dr. Wilson, and unanimously approved by voice vote of members present, to enter into an executive session to discuss ongoing negotiations. MOTION CARRIED.

An executive session was held from 9:26 a.m. to 9:32 a.m., at which time on motion of Mr. Wagner, seconded by Ms. Preston, and unanimously approved to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/25/2022 6:00 PM
MOVER:	George Wagner, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston
EXCUSED:	Sandra Price

ON MOTION OF PRICE

RESOLUTION NO. 179-22

Authorize Agreement Between the County of Cortland and the New York State Nurse's Association Effective July 1, 2022 to December 31, 2026

WHEREAS, Cortland County and New York State Nurse's Association (NYSNA) negotiating committees have met to negotiate a new contract, AND

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

WHEREAS, the New York State Nurses Association ratified the contract on June 21, 2022,
NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the New York State Nurses Association of Cortland County contract.

MONTHLY REPORTS

1. Vacancy Reports July and August

RESULT:	COMPLETED
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2. County Attorney Office Monthly Report

RESULT:	COMPLETED
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3. County Clerk Monthly Report for July 2022

RESULT:	COMPLETED
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4. Weights & Measures Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:00 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

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Thursday, June 9, 2022

9:00 AM

Board Room

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Excused	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Jennifer Hamilton	Cortland County, NY	Health Education	Present	
Christopher Newell	Cortland County, NY	Board Member	Late	9:15 AM
Ronald J. Van Dee	Cortland County, NY	Board Member	Late	9:30 AM
Cathy Bischoff	Cortland County, NY	Board Member	Late	9:49

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

MINUTES

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

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

RESOLUTIONS

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

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

ON MOTION OF STOCK

RESOLUTION NO.

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

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

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

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

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

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

ON MOTION OF STOCK

RESOLUTION NO.

Amend Drug Free Workplace Policy - Personnel Department

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

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

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

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

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

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

ON MOTION OF STOCK

RESOLUTION NO.

Amend Smoking and Tobacco Use Policy - Personnel Department

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

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

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

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

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

ON MOTION OF STOCK

RESOLUTION NO.

Amend Driver and Vehicle Use Policy

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

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

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

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

MONTHLY REPORTS

1. County Attorney Monthly Report

RESULT:	COMPLETED
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2. County Clerk Report for May 2022

RESULT:	COMPLETED
----------------	------------------

3. Weights and Measures Monthly Report

RESULT:	COMPLETED
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4. June Vacancy Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Legislative Mileage Discussion

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

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at

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



Cortland County Administrative Policy Manual

Tobacco and Cannabis Use Policy

Policy/Procedure Number: 02.003

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

Resolution No.: 192-18

Effective Date: 4/26/2018

Next Scheduled Review:

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

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

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

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

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

I. Definitions:

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

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Deleted: The purpose of this policy is to protect health of Cortland County employees and the general public by eliminating exposure to tobacco smoke in Cortland County owned property.

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Deleted: The Environmental Protection Agency classified secondhand smoke as a Group A carcinogen that is, a substance known to cause cancer in humans. The EPA recognizes no safe level of exposure from secondhand smoke. Due to the acknowledged hazard from exposure to secondhand smoke, it shall be the County's policy to provide a smoke-free area in every County owned building. This policy covers smoking of any tobacco product and applies to both employees and non-employee visitors.

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Cortland County Administrative Policy Manual

- lighting of a pipe, cigar, electronic smoking device, or cigarette of any kind, including but not limited to, tobacco, cannabis, or any other weed or plant.
- c. **Tobacco products** – (1) any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; (2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or (3) any component, part, or accessory of (1) or (2), whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, mouthpieces, and pipes. 'Tobacco product' does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.
- d. **Cannabis products** – products containing usable cannabis, extract, or any other cannabis resin and other ingredients intended for human consumption or use, including edible cannabis products; does not include cannabinoid hemp products as defined by New York State Office of Cannabis Management, such as products made containing CBD.
- e. **Electronic Smoking Device** - any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.

II. Policy:

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

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

The only exceptions are as follows:

- **COUNTY-OWNED or LEASED PROPERTY:** Tobacco use may be permitted, by County employees only, in designated areas located on County-owned or leased property approved by either the Department Head of areas of County property for which they are responsible and the County Administrator (or designee in the absence of a County

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02.003 Tobacco and Cannabis Use Policy

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Cortland County Administrative Policy Manual

Administrator). All tobacco materials used in designated areas will be extinguished and disposed of in appropriate containers.

- COUNTY SHERIFF'S DEPARTMENT: All Sheriff Department employees must adhere to the Sheriff's Smoking and Tobacco Use Policy.

III. Procedure:

Employees will be informed of this policy through signage throughout County property. Additionally, the policy will be disseminated to newly hired employees at orientation. Visitors will be informed of this policy through signage. Every effort will be made to communicate this policy with employees and visitors.

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

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

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

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

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

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

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

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

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

Deleted: All employees will be responsible for compliance with this policy. Everyone has the responsibility to inform any individual who is smoking in an area where smoking is prohibited that the individual is in violation of the smoking restrictions. Employees who smoke in non-smoking areas are in violation of New York State law and/or County policy and may be subject to appropriate disciplinary procedures.

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STATE OF NEW YORK

4142

2021-2022 Regular Sessions

IN SENATE

February 2, 2021

Introduced by Sens. STAVISKY, KRUEGER, LIU -- read twice and ordered printed, and when printed to be committed to the Committee on Health

AN ACT to amend the public health law, in relation to prohibiting smoking in certain outdoor areas

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. The public health law is amended by adding a new section 1399-o-2 to read as follows:

§ 1399-o-2. Smoking restrictions; certain outdoor areas. 1. Smoking shall not be permitted and no person shall smoke in any public park.

2. For the purposes of this section "park" shall mean:

(a) public parks, beaches, pools, boardwalks, marinas, playgrounds, recreation centers, and group camps; and

(b) equipment, buildings and facilities now or hereafter under the jurisdiction, charge or control of any state or local government agency or department that are located at or on any property described in paragraph (a) of this subdivision; provided, however, that for the purposes of this section the term public park shall not include the Adirondack park or the Catskill park as those terms are defined in section 9-0101 of the environmental conservation law.

3. The provisions of this section shall not apply to: (a) the sidewalks immediately adjoining parks, squares and public places; (b) any pedestrian route through any park strip, median or mall that is adjacent to vehicular traffic; (c) parking lots or roadways; (d) theatrical productions; and (e) any portion of a park that is not used for park purposes, except when smoking has been specifically prohibited in a state park or portion thereof by the office of parks, recreation and historic preservation. This subdivision shall not limit the applicability of any other laws to such places.

§ 2. Section 1399-v of the public health law, as added by chapter 244 of the laws of 1989, is amended to read as follows:

EXPLANATION--Matter in italics (underscored) is new; matter in brackets [-] is old law to be omitted.

LBD05215-01-1

S. 4142

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1 § 1399-v. Penalties. The commissioner may impose a civil penalty for
2 a violation of this article in an amount not to exceed that set forth in
3 subdivision one of section twelve of this chapter. Any other enforcement
4 officer may impose a civil penalty for a violation of this article in an
5 amount not to exceed that set forth in paragraph [~~f~~] (**f**) of subdivision
6 one of section three hundred nine of this chapter. Notwithstanding the
7 foregoing provisions, a violation of the provisions of section thirteen
8 hundred ninety-nine-o-two of this article shall be punishable by a civil
9 penalty of fifty dollars for each violation.

10 § 3. This act shall take effect on the ninetieth day after it shall
11 have become a law.

Legislation S.4142/A.5061 Prohibits Smoking in Public Parks and Beaches

Governor Kathy Hochul today signed legislation (S.4142/A.5061) prohibiting smoking in all state-owned beaches, boardwalks, marinas, playgrounds, recreation centers, and group camps. Smoking in these designated areas will be punishable with a civil fine of \$50. The bill exempts the Adirondacks and Catskills from the ban as well as parking lots, sidewalks adjoining parks, and areas not used for park purposes.

"Smoking is a dangerous habit that affects not only the smoker but everyone around them, including families and children enjoying our state's great public places," **Governor Hochul said**. "I'm proud to sign this legislation that will protect New Yorker's health and help reduce litter in public parks and beaches across the state."

Many municipalities and local governments already have restrictions or bans on smoking in public spaces. This additional penalty will enforce a statewide prohibition and includes a fine that will be collected by localities.

In addition to the health risks posed by secondhand smoke, cigarette butts are a major environmental hazard due to the non-biodegradable filters that are discarded. They are the leading item found during cleanup projects. Through this prohibition, parks and beaches will be kept cleaner and safer as will our local ecosystems.

State Senator Toby Ann Stavisky said, "New York's public parks are family friendly venues. No one, especially children, should be subjected to secondhand smoke while playing on a playground or enjoying the day at a public beach or camp site. Our parks also shouldn't be tainted by non-biodegradable cigarette butts scattered throughout their grounds. I am proud to sponsor this legislation to protect and improve our beautiful network of

parks and I thank Governor Hochul for helping New Yorkers enjoy the beauty of our parks by signing it into law."

Assemblymember Jeffrey Dinowitz said, "New Yorkers head to our parks for fresh air and to foster a healthy lifestyle. Smoking is the opposite of that. I am very pleased the Governor Hochul has signed into law this important statewide ban on smoking in parks, and thank you to my colleagues for their vital support on this bill over the years."



**Cortland County
Administrative Policy Manual**

Driver and Vehicle Use Policy

Policy/Procedure Number: 01.003

Modified Date(s):

Resolution No.: 486-16

Effective Date: 1/01/2017

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Next Scheduled Review:

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

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

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

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

General Information: This policy includes both County-owned or leased motor vehicles and privately owned motor vehicles used while on County business. Further, this policy will apply to employees of the County as well as any individuals serving the County in a volunteer capacity.

I. Definitions:

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

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II. Policy:

The purpose of this Driver and Vehicle Use Policy and Procedure is to ensure the County establishes a consistent system to determine that drivers on County business have sufficient knowledge about vehicle handling, portrayed through a safe driving record, so as to protect



Cortland County Administrative Policy Manual

employees, volunteers, clients, the public and the County from an unsafe driver. Additionally, this Policy and Procedure will outline the acceptable uses of a County owned or leased vehicle.

III. Procedure:

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

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**Cortland County
Administrative Policy Manual**

6. An unacceptable driving record would consist of any of the following situations and/or convictions within the past twelve (12) months:
 - i. DWI, DWAI-Drugs and/or DWAI [or any equivalent conviction in another jurisdiction];
 - ii. Vehicular homicide;
 - iii. Vehicular assault;
 - iv. Use of a motor vehicle in the commission of a felony or misdemeanor as such would be defined under New York State Law or its equivalent in another jurisdiction;
 - v. Reckless, careless and/or negligent driving;
 - vi. Operating a motor vehicle without the owner's consent;
 - vii. Fleeing or attempting to elude a police officer;
 - viii. Driving while license/registration is suspended or revoked;
 - ix. Hit and run or leaving the scene of an accident with injury or death resulting, or property damage exceeding \$100.00;
 - x. Two (2) moving violations within any twelve (12) month period of time.

7. Any driver who receives two (2) moving violations within any twelve (12) month period will be reviewed by his or her Department Head in conjunction with the Director of Personnel and may recommend appropriate action including a suspension of driving for County business. In cases where driving is a job requirement, this may result in an inability to do assigned work and therefore require termination of employment with the County;

8. Any driver using medication or who has any other condition, whether permanent or temporary, that would impair his or her ability to drive, must immediately inform his or her supervisor. Every attempt will be made to provide another driver.

9. No driver will consume any alcoholic beverages or other intoxicants including but not limited to cannabis two (2) hours prior to his or her scheduled work time or consume any alcoholic beverages or other intoxicants during work hours;

10. No driver will operate a County vehicle or operate a private vehicle while on County business if he or she has consumed alcoholic beverages or other intoxicants including but not limited to cannabis within two (2) hours prior to working; while in possession of an open container of an alcoholic beverage or other intoxicant hangover that adversely affects a driver's physical or mental faculties to any perceptible degree; or if the driver's blood alcohol content (BAC) exceeds .00 for law enforcement personnel



Cortland County Administrative Policy Manual

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

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C. Standard for Operation of Vehicles

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



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



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but not limited to consuming a meal, reading, texting or using a similar devices, or talking on a cell phone without a hands-free device. A snack and non-alcoholic beverages may be consumed while driving but drivers are warned to exercise caution and not to create any type of hazardous situation;

19. The driver and any passengers will insure that all trash and personal items are removed from the County vehicle after each use.

D. Accidents

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



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E. Corrective Action

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

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**Cortland County
Administrative Policy Manual**

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

Policy/Procedure Number: 02.004

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

Resolution No.: 240-20

Effective Date: 8/27/2020

Next Review:

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

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

NYS Office of Attorney General Brochure for Service Animals

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

Legislative Policy Statement:

Responsible Department:

General Information:

I. Definitions:

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

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

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Cortland County Administrative Policy Manual

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

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

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

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

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

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Cortland County Administrative Policy Manual

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

II. Policy:

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

III. Procedure:

A. SERVICE ANIMALS:

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

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

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

c) iii. STAFF CANNOT:

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

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Cortland County Administrative Policy Manual

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

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

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Cortland County Administrative Policy Manual

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

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

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

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POSITION VACANCY REPORT

As of August 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Nutrition Program Manager Grade 12 \$46,813-\$62,308/yr	Aging	Resignation	3/18/2022	4/19/2022	4/19/2022	4/19/2022	Posted/Adverstised		*
Aging Services Specialist Grade 15 \$21.6766-\$27.3006	Aging	Resignation	6/9/2022	6/1/2022	6/1/2022	6/1/2022	Posted		*
Secretary I Grade 10 \$18.4184-\$23.1971/hr	Aging	Resignation	7/11/2022	7/12/2022	7/12/2022	7/12/2022	Posted		*
Nutrition Program Assistant Grade 7 \$16.8134-\$21.1756/hr	Aging	Temporary	7/12/2022	7/12/2022	7/12/2022	7/14/2022	Posted		*
Aging Services Specialist Grade 15 \$21.6766-\$27.3006	Aging	Removal	8/5/2022	7/29/2022	7/29/2022	7/29/2022	Posted		
Information Processing Clerk Grade 8 \$17.3185-\$21.8118/hr	Assigned Counsel	Resignation	7/1/2022	6/20/2022	6/23/2022	6/23/2022	7/25/2022	Ellen Webb	*
Building Maintenance Mechanic Grade 10 \$18.4184-\$23.1971/hr	Buildings and Grounds	Resignation	10/13/2020	5/10/2022	5/11/2022	5/11/2022	Posted		*
Custodian Grade 3 \$14.7244-\$18.5447/hr	Buildings and Grounds	Removal of provisional	5/6/2022	5/6/2022	5/9/2022	5/9/2022	7/11/2022	Stacy Vyskocil	*
Custodian Grade 3 \$14.7244-\$18.5447/hr	Buildings and Grounds	Resignation	5/30/2022	5/18/2022	5/18/2022	5/18/2022	Cert/Posted		*
Building Maintenance Mechanic Grade 10 \$18.4184-\$23.1971/hr	Buildings and Grounds	Resignation	6/27/2022	6/9/2022	6/9/2022	9/6/2022	Posted		*
Secretary to the County Attorney Grade 5H \$21.3675-\$28.4402/hr	County Attorney	Resignation	8/1/2022	7/26/2022	7/26/2022	7/26/2022	Posted		
Chief Assistant County Attorney (PT) Grade 4 \$41,745-55,562.50 (50% Salary)	County Attorney	Retirement	8/26/2022	7/26/2022	7/26/2022	7/26/2022	Posted		
Information Processing Clerk Grade 8 \$17.3185-\$21.8118/hr	District Attorney	Removal	12/2/2021	12/2/2021	12/2/2021	12/6/2021	Cert/Posted		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of August 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Associate Attorney Grade 7 \$67,206-\$89,451yr / Assistant District Attorney	District Attorney	New/ Resignation	6/24/2022/ 4/11/2022	3/25/2022	Approved by resolution/ 3/25/2022	6/24/2022/ 3/25/2022	7/14/2022	Elizabeth Healy	*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	2/11/2022	1/27/2022	1/28/2022	1/28/2022	Posted/Cert		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Removal of provisional	4/7/2022	4/15/2022	4/15/2022	4/19/2022	Cert/Exam file apps/Posted		*
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Resignation	4/22/2022	4/18/2022	4/20/2022	4/20/2022	7/18/2022	Addon Cranston	*
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Resignation	5/2/2022	5/9/2022	5/10/2022	5/10/2022	Exam file apps		*
Senior Account Clerk Grade 9 \$17.8541-\$22.4863/hr	DSS	Resignation	5/12/2022	4/29/2022	5/3/2022	5/9/2022	Canvass/Posted		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	5/13/2022	4/26/2022	4/27/2022	4/27/2022	Posted/Cert		*
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Resignation	5/25/2022	5/12/2022	5/13/2022	5/13/2022	Exam file apps		*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	6/2/2022	5/31/2022	6/1/2022	6/2/2022	Exam file apps		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	6/3/2022	5/6/2022	5/6/2022	5/9/2022	Exam file apps/post/cert		*
Senior Account Clerk Grade 9 \$17.8541-\$22.4863	DSS	Promotion	6/17/2022	6/16/2022	6/20/2022	6/20/2022	Posted		*
Community Service Worker Grade 5 \$15.8667-\$19.9833/hr	DSS	Seasonal (Temp)	10/17/2022	7/8/2022	7/21/2022	7/21/2022	Cert/exam file apps		Grant Funded

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of August 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Safe Harbour Coordinator Grade 13 \$20.2732-\$25.5331/hr	DSS/CAC	New	1/1/2022	12/16/2021	Approved by resolution	12/16/2021	Posted		Grant Funded
Community Outreach Educator Grade 12/\$19.6239-\$24.7153/hr	DSS-CAC	Resignation	8/8/2022	7/12/2022	7/12/2022	7/12/2022	Posted		Grant Funded
Employment & Training Specialist Grade 13 \$20.2732-\$25.5331/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
E&T Program Assistant Grade 9 \$17.8541-\$22.4863/hr	E&T	Promotion	4/18/2022	4/19/2022	4/19/2022	4/19/2022	7/5/2022	Dakota Lacy	Grant Funded
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Resignation	5/1/2022	4/11/2022	4/12/2022	4/13/2022	Exam file apps		*
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Removal of probationary	5/10/2022	5/10/2022	5/12/2022	5/13/2022	Cert/Exam file apps		*
Dispatcher Grade 6 \$21.0492-\$31.5445	ERAC	Removal of Provisional	7/11/2022	6/24/2022	6/28/2022	6/28/2022	Exam File Apps		*
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Resignation	9/1/2022	7/27/2022	7/27/2022	7/27/2022	Cert		*
Assistant Accountant Grade 18 \$24.0458-\$30.2843/hr	Finance	New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted		*
Assistant Director of Finance Grade 6 \$72,247-\$96,160	Finance	Resignation	6/25/2022	6/1/2022	6/1/2022	6/1/2022	Posted		*
Public Health Educator Grade 16 \$22.4261-\$28.2445/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
(4 Positions) Public Health Fellows Grade 16 \$22.4261-\$28.2445/hr	Health	4 New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted (2 vacant)	6/7 Robert Cutter, 6/27 Gabriel Fadale	Grant Funded
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		*

Attachment: August 20222 (10839 : Vacancy Reports July and August)

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of August 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Deputy County Super of Hwys Grade 7 \$67,206-\$89,451/yr	Highway	Resignation	5/27/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	2/18/2022	1/24/2022	1/26/2022	1/26/2022	Posted		*
Highway Construction Mechanic Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	3/25/2022	4/5/2022	4/6/2022	4/6/2022	Posted		*
(5 Positions) Seasonal Aides \$14.20/hr	Highway	5 Temp Positions	5/2/2022	2/28/2022	3/2/2022	3/3/2022	Posted (4 vacant)	5/31: Scott Record	*
(5 Positions) Park Attendants \$14.20/hr	Highway	5 Temp Positions	5/3/2022	2/28/2022	3/2/2022	3/3/2022	Posted (4 vacant)	5/31: Josh Alger	*
Airport Maintenance Worker Grade 16 \$21.5636-\$27.1556/hr	Highway	New-Temp	5/9/2022	5/5/2022	5/6/2022	5/9/2022	7/18/2022	Matt Wetherell	*
Crew Leader Grade 18 \$23.1209-\$29.1167	Highway	Resignation	6/16/2022	6/6/2022	6/6/2022	6/7/2022	Posted		*
Motor Equipment Operator Trainee Grade 11 \$19.0072-\$23.9385 hr / Motor Equipment Operator	Highway	New/Promotion	6/24/2022/ 2/4/2022	2/1/2022	Approved by resolution/ 2/1/2022	6/24/2022/ 2/1/2022	Posted		*
Motor Equipment Operator Trainee Grade 11 \$19.0072-\$23.9385 hr / Motor Equipment Operator	Highway	New/Promotion	6/24/2022/ 3/7/2022	3/24/2022	Approved by resolution/ 3/29/2022	6/24/2022/ 3/29/2022	Posted		*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway- Recycling	Resignation	5/13/2022	5/3/2022	5/3/2022	5/9/2022	Posted		*
Network Technician Grade 18 \$24.0458-\$30.2843/hr	IT	Resignation	7/23/2022	7/13/2022	7/13/2022	7/13/2022	Posted		*
Supervisor, Solid Waste Mgt. Grade 9 \$58,156-\$77,405	Landfill (Highway)	Resignation	6/24/2022	6/6/2022	6/7/2022	6/8/2022	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		*

Attachment: August 2022 (10839 : Vacancy Reports July and August)

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of August 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Medical Services Clerk Grade 8 \$17.3185-\$21.8118/hr	Mental Health	Resignation	5/26/2022	5/17/2022	5/17/2022	5/17/2022	7/18/2022	Adam Burhans	*
Senior Account Clerk Grade 10 \$18.4184-\$23.1971/hr	Mental Health	New	6/27/2022	4/28/2022	Approved by resolution	4/28/2022	Posted		*
Mental Health Practitioner \$109,242/yr	Mental Health	Resignation	8/29/2022	6/30/2022	6/30/2022	6/30/2022	Posted		*
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Personnel Assistant Grade 3H \$18.4900-\$24.6102/hr	Personnel	Temporary	2/7/2022	12/21/2021	12/21/2021	waiting for scores	Posted		*
Probation Officer Grade 18 \$24.0458-\$30.2843/hr	Probation	Resignation	5/6/2022	4/22/2022	4/22/2022	4/25/2022	7/11/2022	Hunter Winslow	*
Assistant Public Defender (PT) Grade 6 \$36,123-\$48,080/yr (50% salary)	Public Defender	Went to FT	4/30/2022	4/28/2022	5/3/2022	5/9/2022	Posted		Grant Funded
Client Liaison Specialist Grade 7/\$16.8134-\$21.1756/hr	Public Defender	Resignation	7/15/2022	7/8/2022	7/11/2022	7/11/2022	Exam file apps/canvas		Grant Funded
PT Jail Cook (12 hrs) Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Exam file apps/Cert		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of August 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Exam file apps/Cert		*
Keyboard Specialist Grade 1 \$16.0670-\$21.3545/hr	Sheriff	Resignation	9/17/2021	9/10/2021	9/15/2021	9/16/2021	7/5/2022	Shannon Weeks	*
Senior Account Clerk Grade 3 \$17.2967-\$23.6713/hr	Sheriff	Resignation	10/11/2021	9/24/2021	9/27/2021	9/27/2021	Cert/Posted		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Exam file apps/cert		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Resignation	3/5/2022	3/14/2022	3/14/2022	3/17/2022	Exam file apps/cert		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Resignation	3/10/2022	3/10/2022	3/11/2022	3/11/2022	Exam file apps/cert		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.5700/hr	Sheriff	New	6/24/2022	6/24/2022	Approved by Resolution	6/24/2022	Cert/exam file apps		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.5700/hr	Sheriff	Resignation	7/25/2022	7/13/2022	7/14/2022	7/15/2022	Cert/exam file apps		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of July 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Nutrition Program Manager Grade 12 \$46,813-\$62,308/yr	Aging	Resignation	3/18/2022	4/19/2022	4/19/2022	4/19/2022	Posted		*
Keyboard Specialist Grade 5 \$15.8667-\$19.9833/hr	Aging	New-Temp	5/23/2022	5/20/2022	5/20/2022	5/20/2022	5/31/2022	Dixie Latiner	*
Aging Services Specialist Grade 15 \$21.6766-\$27.3006	Aging	Resignation	6/9/2022	6/1/2022	6/1/2022	6/1/2022	Posted		*
Information Processing Clerk Grade 8 \$17.3185-\$21.8118/hr	Assigned Counsel	Resignation	7/1/2022	6/20/2022	6/23/2022	6/23/2022	Posted/Cert		*
Building Maintenance Mechanic Grade 10 \$18.4184-\$23.1971/hr	Buildings and Grounds	Resignation	10/13/2020	5/10/2022	5/11/2022	5/11/2022	Posted		*
Custodian Grade 3 \$14.7244-\$18.5447/hr	Buildings and Grounds	Removal of provisional	5/6/2022	5/6/2022	5/9/2022	5/9/2022	Posted/Cert		*
Custodian Grade 3 \$14.7244-\$18.5447/hr	Buildings and Grounds	Resignation	5/30/2022	5/18/2022	5/18/2022	5/18/2022	Cert/Posted		*
Building Maintenance Mechanic Grade 10 \$18.4184-\$23.1971/hr	Buildings and Grounds	Resignation	6/27/2022	6/9/2022	6/9/2022	9/6/2022	Posted		*
Information Processing Clerk Grade 8 \$17.3185-\$21.8118/hr	District Attorney	Removal	12/2/2021	12/2/2021	12/2/2021	12/6/2021	Cert/Posted		*
Associate Attorney Grade 7 \$67,206-\$89,451yr / Assistant District Attorney Grade 6 \$72,247-\$96,160yr	District Attorney	New/ Resignation	6/24/2022/ 4/11/2022	3/25/2022	Approved by resolution/ 3/25/2022	6/24/2022/ 3/25/2022	Posted		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*
Case Aide (PT up to 9 hrs/wk) Grade 7 \$16.8134-\$21.1756/hr	DSS	Resignation	1/21/2022	1/21/2022	1/27/2022	1/27/2022	5/14/2022	Kimberly Riley	*

Attachment: July 2022 (10839 : Vacancy Reports July and August)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of July 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	2/11/2022	1/27/2022	1/28/2022	1/28/2022	Posted/Cert		*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	2/14/2022	2/11/2022	2/15/2022	2/15/2022	5/2/2022	Samantha Crum	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	3/14/2022	2/28/2022	3/2/2022	3/2/2022	5/31/2022	Makayla Standish	*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	3/18/2022	2/18/2022	2/22/2022	2/22/2022	5/31/2022	Maegan Jarvis	*
Fiscal Officer Grade 17 \$23.2158-\$29.2392/hr	DSS	Promotion	4/4/2022	4/1/2022	4/6/2022	4/6/2022	5/2/2022	Dawn Edwards	*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Promotion	4/7/2022	3/11/2022	3/11/2022	3/11/2022	5/31/2022	Jodi Horner	*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Removal of provisional	4/7/2022	4/15/2022	4/15/2022	4/19/2022	Cert/Exam file apps/Posted		*
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Resignation	4/22/2022	4/18/2022	4/20/2022	4/20/2022	Exam file apps		*
Principal Account Clerk Grade 13 \$20.2732-\$25.5331/hr	DSS	Promotion	5/2/2022	4/29/2022	5/3/2022	5/9/2022	6/17/2022	Bethann Pier	*
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Resignation	5/2/2022	5/9/2022	5/10/2022	5/10/2022	Exam file apps		*
Senior Case Aide Grade 9 \$17.8541-\$22.4863/hr	DSS	Resignation	5/6/2022	4/29/2022	5/3/2022	5/9/2022	6/2/2022	Ainsley Cascanett	*
Senior Account Clerk Grade 9 \$17.8541-\$22.4863/hr	DSS	Resignation	5/12/2022	4/29/2022	5/3/2022	5/9/2022	Canvass/Posted		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	5/13/2022	4/26/2022	4/27/2022	4/27/2022	Posted/Cert		*

Attachment: July 2022 (10839 : Vacancy Reports July and August)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of July 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Resignation	5/25/2022	5/12/2022	5/13/2022	5/13/2022	Exam file apps		*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	6/2/2022	5/31/2022	6/1/2022	6/2/2022	Exam file apps		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	6/3/2022	5/6/2022	5/6/2022	5/9/2022	Exam file apps/post/cert		*
Senior Account Clerk Grade 9 \$17.8541-\$22.4863	DSS	Promotion	6/17/2022	6/16/2022	6/20/2022	6/20/2022	Posted		*
Safe Harbour Coordinator Grade 13 \$20.2732-\$25.5331/hr	DSS/CAC	New	1/1/2022	12/16/2021	Approved by resolution	12/16/2021	Posted		Grant Funded
Employment & Training Specialist Grade 13 \$20.2732-\$25.5331/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
E&T Program Assistant Grade 9 \$17.8541-\$22.4863/hr	E&T	Promotion	4/18/2022	4/19/2022	4/19/2022	4/19/2022	Posted		Grant Funded
Employment & Training Specialist Grade 13 \$20.2732-\$25.5331/hr	E&T	Resignation	5/16/2022	4/13/2022	4/13/2022	4/13/2022	5/16/2022	Alexis Amsden	Grant Funded
E&T Special Programs Counselor Grade 9 \$17.8541-\$22.4863/hr	E&T	New-Temp	6/1/2022	4/19/2022	4/19/2022	4/19/2022	6/6/2022	Jackie Pittsley	Grant Funded
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Resignation	5/1/2022	4/11/2022	4/12/2022	4/13/2022	Exam file apps		*
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Removal of probationary	5/10/2022	5/10/2022	5/12/2022	5/13/2022	Cert/Exam file apps		*
Dispatcher Grade 6 \$21.0492-\$31.5445	ERAC	Removal of Provisional	7/11/2022	6/24/2022	6/28/2022	6/28/2022	Exam File Apps		*
Assistant Accountant Grade 18 \$24.0458-\$30.2843/hr	Finance	New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted		*

Attachment: July 2022 (10839 : Vacancy Reports July and August)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of July 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Assistant Director of Finance Grade 6 \$72,247-\$96,160	Finance	Resignation	6/25/2022	6/1/2022	6/1/2022	6/1/2022	Posted		*
Public Health Educator Grade 16 \$22.4261-\$28.2445/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
Public Health Nurse \$31.8942-\$37.3587/hr	Health	Resignation	3/11/2022	3/10/2022	3/10/2022	3/10/2022	6/13/2022	Christine Swenson	*
(4 Positions) Public Health Fellows Grade 16 \$22.4261-\$28.2445/hr	Health	4 New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted (2 vacant)	6/7 Robert Cutter, 6/27 Gabriel Fadale	Grant Funded
Public Health Fellow Coordinator Grade 22 \$27.1991-\$35.0115	Health	New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	6/20/2022	Ben Love	Grant Funded
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		*
Deputy County Super of Hwys Grade 7 \$67,206-\$89,451/yr	Highway	Resignation	5/27/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*
Highway Construction Mechanic Grade 16 \$21.5636-\$27.1556/hr	Highway	Voluntary Demotion	7/9/2021	10/25/2021	10/25/2021	10/26/2021	6/20/2022	Allie Potter	*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	2/18/2022	1/24/2022	1/26/2022	1/26/2022	Posted		*
Highway Construction Mechanic Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	3/25/2022	4/5/2022	4/6/2022	4/6/2022	Posted		*
(2 Positions) Wade Pool Attendants \$14.20/hr	Highway	2 Temp Positions	5/1/2022	2/28/2022	3/2/2022	3/3/2022	6/6 & 6/27	Olvia Marko, Reilly Record	*
(5 Positions) Seasonal Aides \$14.20/hr	Highway	5 Temp Positions	5/2/2022	2/28/2022	3/2/2022	3/3/2022	Posted (4 vacant)	5/31: Scott Record	*
(5 Positions) Park Attendants \$14.20/hr	Highway	5 Temp Positions	5/3/2022	2/28/2022	3/2/2022	3/3/2022	Posted (4 vacant)	5/31: Josh Alger	*

Attachment: July 2022 (10839 : Vacancy Reports July and August)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of July 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Airport Maintenance Worker Grade 16 \$21.5636-\$27.1556/hr	Highway	New-Temp	5/9/2022	5/5/2022	5/6/2022	5/9/2022	Posted		*
Crew Leader Grade 18 \$23.1209-\$29.1167	Highway	Resignation	6/16/2022	6/6/2022	6/6/2022	6/7/2022	Posted		*
Motor Equipment Operator Trainee Grade 11 \$19.0072-\$23.9385 hr / Motor Equipment Operator Grade 14 \$20.1507-\$25.3763 hr	Highway	New/Promotion	6/24/2022/ 2/4/2022	2/1/2022	Approved by resolution/ 2/1/2022	6/24/2022/ 2/1/2022	Posted		*
Motor Equipment Operator Trainee Grade 11 \$19.0072-\$23.9385 hr / Motor Equipment Operator Grade 14 \$20.1507-\$25.3763 hr	Highway	New/Promotion	6/24/2022/ 3/7/2022	3/24/2022	Approved by resolution/ 3/29/2022	6/24/2022/ 3/29/2022	Posted		*
Landfill Equipment Operator Grade 14 \$20.1507-\$25.3763/hr	Highway-Landfill	New	4/28/2022	4/28/2022	Approved by resolution	4/28/2022	6/28/2022	Dave Shippey	*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway- Recycling	Resignation	5/13/2022	5/3/2022	5/3/2022	5/9/2022	Posted		*
Supervisor, Solid Waste Mgt. Grade 9 \$58,156-\$77,405	Landfill (Highway)	Resignation	6/24/2022	6/6/2022	6/7/2022	6/8/2022	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **
Senior Account Clerk Grade 9 \$17.8541-\$22.4863/hr	Mental Health	Resignation	3/7/2022	2/17/2022	2/17/2022	2/17/2022	5/2/2022	Shelly Nolder	*
LMSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	Resignation	3/16/2022	2/16/2022	2/16/2022	2/17/2022	6/6/2022	Rachelle Sunderland	*
LMSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	Retirement	4/15/2022	3/11/2022	3/11/2022	3/11/2022	6/6/2022	Heather Arnold	*
LMSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	Promotion	4/16/2022	3/11/2022	3/11/2022	3/11/2022	6/6/2022	Alexandria Meanor	*

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of July 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Medical Services Clerk Grade 8 \$17.3185-\$21.8118/hr	Mental Health	Resignation	5/26/2022	5/17/2022	5/17/2022	5/17/2022	Posted		*
(2 Positions) LCSW Grade 28 \$34.9958-\$44.0754/hr	Mental Health	2 New	6/6/2022	3/11/2022	3/11/2022	3/11/2022	6/1/22 & 6/27/22	Jackie Yaman, Kelly Strobeck	*
Senior Account Clerk Grade 10 \$18.4184-\$23.1971/hr	Mental Health	New	6/27/2022	4/28/2022	Approved by resolution	4/28/2022	Posted		*
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Personnel Technician Trainee Grade 4H \$19.8768-\$26.4560/hr	Personnel	Temporary	5/28/2021	5/27/2021	Approved by resolution	5/27/2021	5/16/2022	Patricia Marano	*
Personnel Assistant Grade 3H \$18.4900-\$24.6102/hr	Personnel	Temporary	2/7/2022	12/21/2021	12/21/2021	waiting for scores	Posted		*
Probation Officer Grade 18 \$24.0458-\$30.2843/hr	Probation	Resignation	5/6/2022	4/22/2022	4/22/2022	4/25/2022	Posted		*
Assistant Public Defender Grade 6 \$72,247-\$96,160/yr	Public Defender	Removal of probationary	3/29/2022	4/1/2022	4/4/2022	4/5/2022	5/2/2022	Amanda Wadsworth	*
Assistant Public Defender (PT) Grade 6 \$36,123-\$48,080/yr (50% salary)	Public Defender	Went to FT	4/30/2022	4/28/2022	5/3/2022	5/9/2022	Posted		Grant Funded
PT Jail Cook (12 hrs) Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Exam file apps/Cert		*

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of July 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Exam file apps/Cert		*
Keyboard Specialist Grade 1 \$16.0670-\$21.3545/hr	Sheriff	Resignation	9/17/2021	9/10/2021	9/15/2021	9/16/2021	Preferred list/ Canvass/Post		*
Senior Account Clerk Grade 3 \$17.2967-\$23.6713/hr	Sheriff	Resignation	10/11/2021	9/24/2021	9/27/2021	9/27/2021	Cert/Posted		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Exam file apps/cert		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Resignation	3/5/2022	3/14/2022	3/14/2022	3/17/2022	Exam file apps/cert		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Resignation	3/10/2022	3/10/2022	3/11/2022	3/11/2022	Exam file apps/cert		*

Attachment: July 2022 (10839 : Vacancy Reports July and August)

* Funded in 2022 Budget

** Will Discuss



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

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Wendy L. Franklin
Chief Assistant County Attorney

Jeri A. DuVall
Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Megan Southworth
Secretary II

Report Date: **August 4, 2022**

MONTHLY REPORT – GOVERNMENT OPERATIONS COMMITTEE

DEBT COLLECTION (722d, Landfill, W&M, Personnel, etc.) & CLASS ACTION SETTLEMENTS:

June & July 2022	YTD 2022	2021	2020	2019	2018
\$100,150.34	\$151,289.00	\$0.00	\$0.00	\$4,348.13	\$4,178.03

INSURANCE RECOVERIES & SETTLEMENTS (Vehicle & Property Damage, etc.)

June & July 2022	YTD 2022	2021	2020	2019	2018
\$1,530.93	\$8,493.18	\$20,622.62	\$22,219.98	\$122,477.76	\$19,524.26

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

NEW Since last report	YTD 2022	2021	2020	2019	2018
50	192	307	359	360	338

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

NEW Since last report	YTD 2022	2021	2020	2019	2018
13	53	126	114	143	136

Attachment: August (10840 : County Attorney Office Monthly Report)

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:

	YTD 2022	2021	2020	2019	2018
JD	3	17	21	22	19
JD - RTA*	3	3	8	13	1
PINS	7	4	4	15	12
Probation Violations - Support	6	3	5	6	9

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

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

	YTD 2022	2021	2020	2019	2018
Property Crimes	4	9	24	19	10
Crimes Against Persons	0	7	4	6	7
Sex Offenses	0	6	1	10	3
Other (e.g., Violation of Probation)	2	0	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 2022	2021	2020	2019	2018
4	28	21	65	87	97

Changes are coming to the Office of the County Attorney! In response to your request for a more condensed report, we are trying out this new format. Please let me know what you think!

We have one (1) part-time secretary who is out on an extended unpaid leave. We hope that she will be able to secure childcare and return soon. We said goodbye to Maria Adsit who had served in the role of Confidential Secretary for approximately eight (8) years. Due to the prior County Attorneys being part-time, that Confidential Secretary position evolved into more of an Office Manager position and Maria truly ran the office. I would like to see that position return to what the job description details and look forward to finding the suitable person for that role. Fortunately, Maria continues to be employed by the County in a different department and that is certainly a good thing for all of us! Wendy Franklin is retiring at the end of this month after working for the County in various roles for many years. We wish her well as she embarks upon new adventures! Both the positions of Secretary and Chief Assistant are posted.

County Clerk Monthly Report: July 2022

58.34%

	<u>YTD 2019</u>	<u>YTD 2020</u>	<u>YTD 2021</u>	<u>YTD 2022</u>
Clerk Fees		218,606.00	279,943.00	285,617.00
DMV Fees		192,880.00	243,531.00	202,557.00
User Fee		139,144.00	168,835.00	147,317.10
Internet Fee		6,792.00	12,190.00	7,889.00
Local Mtg Tax		206,041.00	238,278.00	256,125.00
DWI Fines		3,523.00	4,200.00	5,619.00
Mtg Tax Exp		36,351.00	36,351.00	36,351.00
TOTAL		803,337.00	983,328.00	941,475
% OF Est Rev		53.42%	66.71%	56.57%
Est Rev		1,503,816.00	1,474,216.00	1,487,516.00
Actual Rev		1,555,190.00	1,705,470.28	TBD

Met with NYS Co Clerk pistol permit committee.

Worked on budget. Will be requesting additional senior index clerk to aid in preparation of co clerk documents to move to another location. To make it a smoother transition to new County Clerk

Attended combined state regional meeting of co Clerks

Weights and Measures
For June and July
Government Operations Committee

For the months of June and July I completed the last of the gas stations as well as the Av Gas at the County Airport. July was the last month for petroleum samples for the year. Yet to complete is the Fleet fuel at the highway which I hope to have done by this meeting. Several large vehicle scales needed to be retested due to repairs. Scales at several grocery chains as well as farm stands and berry farms were also done.

Lastly the budget preparation for 2023 has been a challenge. Inflation over the past year has increased the price of everything. The County fleet fuel has gone up 200% over the last year. It is very hard to predict what things are going to cost a year from now. Many of my cost have changed little over the last ten years but I fear everything will be up next year. The media tells us that inflation is up 8% or 9% but it sure seems like the true number is many times that.

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