



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, September 8, 2022

9:00 AM

Board Room

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	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	
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	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Aug 11, 2022 9:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Award Bid Health Plan Benefit Consultant

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/22/2022 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Award Bid Health Plan Benefit Consultant

WHEREAS, a Request for Proposals (RFP) was issued for a health plan benefit consultant for Cortland County, AND

WHEREAS, the funding for these services currently exists in the health insurance budget, AND

WHEREAS, bids were received from the following:

Company	Address	Amount
Assured Partners	90A John Muir Drive, Suite 100 Amherst, NY 14228	\$90,000
Benetech	1 Dodge Street North Greenbush, NY 12198	\$110,024
Brown & Brown	500 Plum Street 20 Syracuse, NY 13204	\$90,000
CH Insurance	100 S Salina Street #370 Syracuse, NY 13202	\$115,650
Haylor, Freyer & Coon	300 South State Street, Suite 1000 Syracuse, NY 13202	\$97,146
One Group	706 N Clinton Street Syracuse, NY 13204	\$55,000

, AND

WHEREAS, Chairman Fitch, Legislator Preston, Legislator Stock, County Attorney Victoria Monty, County Administrator Rob Corpora, Clerk of the Legislature Savannah Hempstead, and Personnel Officer Laurie Leonard reviewed presentations from the above companies, AND

WHEREAS, the Government Operations Committee recommends that the bid be awarded to the company who presented the best value for the services provided, NOW THEREFORE BE IT

RESOLVED, that Assured Partners, 90A John Muir Drive, Suite 100, Amherst, New York 14228 is

hereby awarded the bid for health benefit plan consulting services for Cortland County, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with Assured Partners, 90A John Muir Drive, Suite 100, Amherst, NY 14228 for health benefit plan consulting services for Cortland County for the time period of January 1, 2023 - December 31, 2027.

MONTHLY REPORTS

1. August County Clerk Report

RESULT:	COMPLETED
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2. County Attorney Monthly Report

RESULT:	COMPLETED
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3. Weights and Measures Monthly Report

RESULT:	COMPLETED
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4. September Vacancy Report 2022

RESULT:	COMPLETED
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5. Clerk of the Legislature FOIL Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Smoking & Cannabis Use Policy

RESULT:	COMPLETED
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RESOLUTIONS CONTINUED

AGENDA ITEM NO. 1 – Amend Smoking and Tobacco Use Policy - Personnel Department

RESULT:	APPROVED [6 TO 1]
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	Next: 9/22/2022 6:00 PM
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MOVER:	Paul Heider, Committee Member
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SECONDER:	George Wagner, Committee Member
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AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
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NAYS:	Susan Wilson
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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.

ADJOURNMENT

The meeting was closed at 9:54 AM



Government Operations Committee

Committee Meeting

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

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~ 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 Acceptance: Minutes of Aug 11, 2022 9:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Aug 11, 2022 9:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Aug 11, 2022 9:00 AM (MINUTES)

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

County Clerk Monthly Report: August 2022 (66.67%)

	<u>YTD 2020</u>	<u>YTD 2021</u>	<u>YTD 2022</u>
Clerk Fees	251,061	328,610	330,150
DMV Fees	220,688	272,276	233,538
User Fee	165,021	204,522	170,666
Internet Fee	7945	15,013	10,438
Local Mtg Tax	230,659	292,169	329,330
DWI Fines	3,873	5,200	6,003
Mtg Tax Exp	41,544	41,544	41,544
TOTAL	920,791	1,159,334	1,121,369
% OF Est Rev	61.23%	79%	75%
Est Rev	1,503,816	1,474,216.00	1,487,516
Actual Rev	1,555,190.00	1,705,470.00	TBD

Prepared, entered and submitted Budget for 2023

Received final aproval for grant

Worked with Association fo County Clerks to clarify changes in gun laws.
Communicated changes to dealers/community members



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, CORTLAND NY 13045

TEL: 607-753-5095

FAX: 607-756-3489

M. Tabitha Palladino

Legal Associate

Jeri A. DuVall
Assistant County Attorney

Report Date: **August 31, 2022**

MONTHLY REPORT – GOVERNMENT OPERATIONS COMMITTEE

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

August 2022	YTD 2022	2021	2020	2019	2018
\$0.00	\$151,289.00	\$0.00	\$0.00	\$4,348.13	\$4,178.03

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

August 2022	YTD 2022	2021	2020	2019	2018
\$4,787.80	13,280.98	\$20,622.62	\$22,219.98	\$122,477.76	\$19,524.26

CURRENT YEAR COLLECTGIONS

Month Rec'd	Origin Date	Type of Collection	County Dept.	Amount
February	05/23/2018	Receivership – Feher	Solid Waste	\$782.05
	10/04/2021	Prop. Damage – vehicle	Probation	\$2,357.69
May	11/17/2017	Opioid Settlement	Legislature	\$50,356.61
	04/09/2022	Prop. Damage – vehicle	DSS	\$4,604.56
June	11/17/2017	Opioid Settlement	Legislature	\$100,150.34
July	11/22/2021	Prop. Damage – vehicle	DSS	\$1,530.93
August	07/02/2022	Prop. Damage – vehicle	CCSO	\$2,265.73
	06/06/2022	Prop. Damage – vehicle	CCSO	\$2,522.80

Attachment: Prepared20220831 (10898 : County Attorney Monthly Report)

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

NEW Since last report	YTD 2022	2021	2020	2019	2018
43	235	307	359	360	338

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

NEW Since last report	YTD 2022	2021	2020	2019	2018
5	58	126	114	143	136

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	7	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	1	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
3	31	21	65	87	97

Weights and Measures
For August
Government Operations Committee

For the month of August I worked on my budget as well as the yearend paperwork for the New York State Petroleum Program. New York State Pays the County for my hours, mileage, sample purchases as well as administrative time. This time covers things like data reporting to the state and completing all paper work that pertains like my petty cash tracking and reconciliation.

I did scales at several small stores and produce and Country stores as well as farmers markets. We had some new vendors at the farmers market which I helped with labeling regulations. I enjoy working with local people that provide us with local products. My last stop was to check a scale at a local Elk farm

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

POSITION VACANCY REPORT

As of September 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		
Aging Services Specialist Grade 15/\$21.6766-\$27.3006/hr	Aging	Temporary	8/10/2022	8/10/2022	8/10/2022	8/10/2022	Post		
Aging Services Specialist Grade 15/\$21.6766-\$27.3006/hr	Aging	Retirement	9/29/2022	8/10/2022	8/10/2022	8/10/2022	Post		
Director,Area Agency on Aging Grade 7/\$67,206-\$89,451	Aging	Retirement	11/30/2022	8/24/2022	8/24/2022	8/24/2022	Post		
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	8/8/2022	Logan Lang	*
Custodian Grade 3 \$14.7244-\$18.5447/hr	Buildings and Grounds	Resignation	5/30/2022	5/18/2022	5/18/2022	5/18/2022	8/22/2022	Jesse Vyskocil	*
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 September 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-\$89,451/yr	District Attorney	New	6/24/2022	6/24/2022	Approved by resolution	6/24/2022	9/6/2022	Connor Simonetta	*
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	8/1/2022	Lana Pavlick	*
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	5/2/2022	5/9/2022	5/10/2022	5/10/2022	8/8/2022	Samantha Coville	*
Senior Account Clerk Grade 9 \$17.8541-\$22.4863/hr	DSS	Resignation	5/12/2022	4/29/2022	5/3/2022	5/9/2022	8/8/2022	Brittany Denman	*
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	8/15/2022	Samantha Crum	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	6/2/2022	5/31/2022	6/1/2022	6/2/2022	8/22/2022	Carleen Rodriguez	*
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	8/1/2022	Maria Adsitt	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	8/5/2022	8/5/2022	8/5/2022	8/5/2022	Post		Grant Funded
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	8/12/2022	8/10/2022	8/10/2022	8/10/2022	Post		Grant Funded
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Resignation	8/23/2022	8/10/2022	8/10/2022	8/10/2022	Post		Grant Funded

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of September 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
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	Posted/exam file apps		Grant Funded
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	8/31/2022	Paige Potter	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
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Resignation	5/1/2022	4/11/2022	4/12/2022	4/13/2022	Cert/Posted		*
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/Posted		*
Dispatcher Grade 6 \$21.0492-\$31.5445	ERAC	Removal of Provisional	7/11/2022	6/24/2022	6/28/2022	6/28/2022	Cert/Posted		*
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Resignation	9/1/2022	7/27/2022	7/27/2022	7/27/2022	Cert/Posted		*
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	9/5/2022	Lori Mudge	*
Public Health Educator Grade 16 \$22.4261-\$28.2445/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				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		*
Public Health Nurse \$31.8942-\$37.3587	Health	Removal	8/17/2022	8/17/2022	8/17/2022	8/18/2022	Post		
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	8/22/2022	Jesse Wildman	*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of September 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	2/18/2022	1/24/2022	1/26/2022	1/26/2022	Posted		*
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		*
Crew Leader Grade 18 \$23.1209-\$29.1167	Highway	Resignation	6/16/2022	6/6/2022	6/6/2022	6/7/2022	Posted		*
Heavy Equipment Operator Grade 16/\$21.5636-\$27.1556/hr	Highway	Resignation	8/11/2022	8/12/2022	8/12/2022	8/12/2022	Post		Grant Funded
Motor Equipment Operator Grade 14/\$20.1507-\$25.3763	Highway	Resignation	8/16/2022	8/18/2022	8/18/2022	8/18/2022	Post		Grant Funded
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		*
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 Practioner \$109,242/yr	Mental Health	Resignation	8/29/2022	6/30/2022	6/30/2022	6/30/2022	Posted		*
Registered Professional Nurse \$29.6033-\$34.6753/hr	Mental Health	Resignation	9/2/2022	8/15/2022	8/15/2022	8/15/2022	Post		

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of September 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
Mental Health Clinician Grade 26/\$32.3605-\$40.7563	Mental Health	Resignation	9/8/2022	8/30/2022	8/30/2022	8/30/2022	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		8/29/2022	Natalia Kanichuk	*
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	8/8/2022	Frank Scibilia	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
Assistant Public Defender Grade 6/\$72,247-\$96.160	Public Defender	New Position	8/26/2022	8/26/2022	Approved by Resolution	8/26/2022	Post		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	8/29/2022	Christopher Kiehle	*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	8/29/2022	Noah Barber	*
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		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of September 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	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Exam file apps/Cert		*
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	8/8/2022	Joshua Watkins	*
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	8/8/2022	Sarah Chrysler	*
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	8/8/2022	Zachery Putnam	*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Resignation	8/17/2022	8/17/2022	8/18/2022	8/18/2022	Cert/exam file apps		

Attachment: September 2022 (10881 : September Vacancy Report 2022)

* Funded in 2022 Budget

Requests by Month

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Create Date	Request Type	Completed/Closed	Close Date
8/4/2022	County FOIL Request	Yes	8/23/2022
8/5/2022	Sheriff Department Request	Yes	8/25/2022
8/5/2022	County FOIL Request	Yes	9/1/2022
8/8/2022	County FOIL Request	Yes	8/9/2022
8/8/2022	County FOIL Request	No	
8/9/2022	Sheriff Department Request	Yes	8/30/2022
8/9/2022	County FOIL Request	Yes	8/9/2022
8/10/2022	Sheriff Department Request	Yes	8/18/2022
8/10/2022	County FOIL Request	Yes	8/26/2022
8/15/2022	County FOIL Request	Yes	8/15/2022
8/16/2022	County FOIL Request	Yes	9/1/2022
8/22/2022	County FOIL Request	Yes	8/26/2022
8/22/2022	Sheriff Department Request	No	
8/23/2022	County FOIL Request	Yes	8/25/2022
8/23/2022	County FOIL Request	Yes	8/26/2022
8/23/2022	Unrecognized Email	Yes	8/23/2022
8/24/2022	Unrecognized Email	Yes	8/24/2022
8/26/2022	County FOIL Request	Yes	9/1/2022
8/26/2022	County FOIL Request	Yes	9/1/2022
8/26/2022	County FOIL Request	Yes	9/1/2022
8/29/2022	Sheriff Department Request	Yes	9/1/2022

Attachment: August FOIL Report (10912 : Clerk of the Legislature FOIL Report)



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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and Procedures of Cortland County Governn
Smoking and

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health of Cortland County employees and the ge
public by eliminating exposure to tobacco smok
Cortland County owned property.

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

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Cortland County Administrative Policy Manual

- lighting of a pipe, cigar, electronic smoking device, or cigarette of any kind, including but not limited to, tobacco, cannabis, or any other weed or plant.
- c. **Tobacco products** – (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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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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