



Personnel Committee

Committee Meeting

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

~ Minutes ~

Tuesday, October 15, 2019

8:30 AM

Room 304

CALL TO ORDER

The meeting was called to order at 8:30 AM by Committee Chair, Kelly L. Fairchild-Preston

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Linda Jones	Cortland County, NY	Vice-Chair	Excused	
Christopher Newell	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Chair,	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Kevin Whitney	Cortland County, NY	Chairman, Legislature	Present	
Eric Mulvihill	Cortland County, NY	Clerk of the Legislature	Present	
Karen Howe	Cortland County, NY	County Attorney	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Present	
Richard Stock	Cortland County, NY	Board Member	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Laurie Gosse	Cortland County, NY	Deputy Director Personnel	Present	9:11 AM
Eileen Chase	Cortland County, NY	OneGroup	Present	9:11 AM
Terry Nolette	Cortland County, NY	OneGroup	Present	9:11 AM

MINUTES

1. Personnel Committee - Committee Meeting - Sep 17, 2019 8:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Heider
EXCUSED:	Linda Jones

2. Personnel Committee - Special Committee Meeting - Sep 24, 2019 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Heider
EXCUSED:	Linda Jones

RESOLUTIONS

Board of Elections

County Attorney

Legislature/Historian

Personnel Department

Executive Session

Ms. Price made a motion to enter into executive session for the purpose of discussing matters leading to the employment, of a particular corporation; Mr. Wagner seconded the motion. Voting in favor were Price, Wagner, Newell, Preston, and Heider. Harbin voting nay. The motion carried and the committee entered executive session at 9:12 AM

Mr. Wagner made a motion to return to regular session, Mr. Newell seconded. All voting in favor, none opposed. The committee returned to regular session at 9:29 AM.

AGENDA ITEM NO. 1 – Awarding Proposal for the Administration of the Cortland County Internal Revenue Code, Section 457 Deferred Compensation Retirement Plan and Authorizing Agreements with _____.

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/15/2019 12:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Heider
EXCUSED:	Linda Jones

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Awarding Proposal for the Administration of the Cortland County Internal Revenue Code, Section 457 Deferred Compensation Retirement Plan and Authorizing Agreements with _____.

WHEREAS, Cortland County provides a Deferred Compensation Retirement Plan under Section 457 of the Internal Revenue Code to its employees, AND

WHEREAS, an administrator of the Cortland County Deferred Compensation Plan is required,
AND

WHEREAS, the County has solicited proposals for the administration of said plan resulting in nine (9) proposals and five (5) providers brought forth as finalists, AND

WHEREAS, these proposals/finalists have been evaluated by LPL Financial LLC and the Personnel Committee, AND

WHEREAS, it is the recommendation of the Personnel Committee that the County Legislature award the administrative responsibilities of the plan to _____, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Cortland County Legislature, upon approval by the County Attorney, is authorized and directed to execute an agreement with _____ for five (5) years, with an additional option to renew for two, one year extensions beginning _____ for the provision of a Section 457 Deferred Compensation Retirement Plan in accordance with their proposal dated _____.

AGENDA ITEM NO. 2 – Award Proposal/Authorize Agreement Third Party Administration Cortland County Health and Dental Insurance - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/15/2019 12:00 PM
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Heider
EXCUSED:	Linda Jones

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Award Proposal/Authorize Agreement Third Party Administration Cortland County Health and Dental Insurance - Personnel Department

WHEREAS, Cortland County has solicited Requests for Proposal for Third Party Administration of the County's Health and Dental Benefits Program, as prepared by the consulting firm of One Group, AND

WHEREAS, two (2) Health Insurance proposals and two (2) Dental Insurance proposals were received and analyzed, AND

WHEREAS, upon this analysis, it has been determined that Lifetime Benefits Solutions Inc., will provide the highest level of Administration and Case Management of the County's plans, NOW THEREFORE BE IT

RESOLVED, that the County Legislature hereby accepts and awards the Third Party Administration of the County's Health and Dental Benefits Plan to Lifetime Benefits Solutions and hereby authorizes and directs the Chairman of the Legislature, upon review and approval by the County Attorney or designee, to execute a contract for Third Party Administration from January 1, 2020 through December 31, 2022. Specific stop loss insurance to cover the County's Health Benefits Plan is renewed annually.

AGENDA ITEM NO. 3 – Extension of Agreement with ProAct Prescription Drug Program
Administration - Personnel Department

RESULT: APPROVED [UNANIMOUS]

Next: 10/15/2019 12:00 PM

MOVER: Christopher Newell, Committee Member

SECONDER: Paul Heider, Committee Member

AYES: Price, Wagner, Newell, Harbin, Fairchild-Preston, Heider

EXCUSED: Linda Jones

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

**Extension of Agreement with ProAct Prescription Drug Program Administration - Personnel
Department**

WHEREAS, the Prescription Drug Program administration services for Cortland County is provided by ProAct, AND

WHEREAS, the agreement between Cortland County and ProAct will expire on December 31, 2019, AND

WHEREAS, the parties have agreed to an additional one (1) year extension, NOW THEREFORE BE IT

RESOLVED, the Chairman of the Legislature, upon review and approval by the County Attorney or designee, is authorized to extend the current contract agreement with ProAct from January 1, 2020 through December 31, 2020 utilizing account CH 90605-54700.

AGENDA ITEM NO. 4 – Reallocate Salary Cortland County Sheriff

RESULT: FAILED - NO MOTION

ON MOTION OF BARYLSKI

RESOLUTION NO.

Reallocate Salary Cortland County Sheriff

WHEREAS, the salary of the Cortland County Sheriff is below the salaries of ranking officers in the Sheriff's Office, AND

WHEREAS, it was recommended that the aforesaid position be reallocated from Management/Management Confidential Compensation Employment Policy Grade 2 to Grade 1, NOW THEREFORE BE IT

RESOLVED, that the position of Cortland County Sheriff be and hereby is reallocated from Management/Management Confidential Compensation Employment Policy Grade 2 (\$77,994-94,893/YR.) to Grade 1 (\$83,845-102,010/YR.) effective January 1, 2020.

Executive Session

Ms. Preston made a motion to enter executive session to discuss collective negotiations pursuant to article fourteen of the civil service law; Mr. Heider seconded the motion all voting in favor, none opposed. The committee entered executive session at 9:30 AM.

Mr. Newell made a motion to return to regular session, Mr. Wagner seconded the motion; all voting in favor, none opposed. The committee returned to regular session at 9:47 AM.

AGENDA ITEM NO. 5 – Agreement Between the County of Cortland and the Civil Service Employee's Association, Inc. - Cortland County Local 812 Unit 6650-03 Effective January 1, 2020 to December 31, 2024

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/15/2019 12:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	George Wagner, Committee Member
AYES:	Price, Wagner, Newell, Harbin, Fairchild-Preston, Heider
EXCUSED:	Linda Jones

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Agreement Between the County of Cortland and the Civil Service Employee's Association, Inc. - Cortland County Local 812 Unit 6650-03 Effective January 1, 2020 to December 31, 2024

WHEREAS, the Cortland County and CSEA negotiating committees have met to negotiate a new contract, AND

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

WHEREAS, CSEA, Local 1000, AFSCME, AFL-CIO-Unit 6650-03, Cortland County Local 812, ratified the contract on October 4, 2019, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature approves the referenced contract.

Executive Session

Ms. Preston made a motion to enter into executive session to discuss the employment history of a particular person , or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person; Mr. Wagner seconded the motion, all voting in favor; none opposed. The Committee entered executive session at 9:50 AM.

Ms. Preston made a motion to return to regular session, Mr. Wagner seconded the motion all voting in favor, none opposed. The Committee returned to regular session at 10:34 AM

DISCUSSION/REPORTS

Discussion Items

1. YTD Budget Report - Elections September 2019

RESULT: COMPLETED

2. County Attorney Monthly Report

RESULT: COMPLETED

3. YTD Budget Report - Legislature

RESULT: COMPLETED

4. YTD Budget Report - Legislature Office September 2019

RESULT: COMPLETED

5. October Vacancy Report

RESULT: COMPLETED

6. Year-To-Date Budget Report October 2019

RESULT: COMPLETED



Personnel Committee

Committee Meeting

~ Minutes ~

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

1

Tuesday, September 17, 2019

8:00 AM

Room 304

CALL TO ORDER

The meeting was called to order at 8:00 AM by Committee Chair, Kelly L. Fairchild-Preston

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	8:23 AM
Linda Jones	Cortland County, NY	Vice-Chair	Excused	
Christopher Newell	Cortland County, NY	Committee Member	Excused	
Beau Harbin	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Chair,	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Kevin Whitney	Cortland County, NY	Chairman, Legislature	Present	8:15 AM
Annette Barber	Cortland County, NY	Personnel Director	Present	
Eric Mulvihill	Cortland County, NY	Clerk of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Deputy, Clerk of the Legislature	Present	8:05 AM
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	8:20 AM
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	8:20 AM
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	8:23 AM
Maria Adsit	Cortland County, NY	Secretary, County Attorney	Present	8:45 AM
1167		Assistant County Attorney	Present	8:45 AM
Richard Stock	Cortland County, NY	Board Member	Present	10:02 AM

2020 Department Budget Reviews

1. Departmental Budget Reviews

The committee discussed moving the dues from NYSAC, Southern Tier 8 and CNY Regional Planning and Development Board from the various Department budgets to the Legislature's budget.

Minutes Acceptance: Minutes of Sep 17, 2019 8:00 AM (MINUTES)

There was a discussion regarding dues for the Cortland County Chamber of Commerce. Ms. Price suggested the proposed \$300 for dues in the Sheriff's budget should be removed. Mr. Whitney said that had already been done.

The committee discussed the Board of Elections budget at length. There was a request to clarify revenue and expense lines in the Board of elections budget . There was a recommendation that \$34,000 in revenue related to the electronic poll book project should be removed from the Board of Elections Budget.

Ms. Preston asked that the October Personnel Committee meeting begin at 8:30 AM.

RESULT:	COMPLETED
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MINUTES

2. Personnel Committee - Committee Meeting - Jul 16, 2019 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Harbin, Fairchild-Preston, Heider
EXCUSED:	Linda Jones, Christopher Newell

3. Personnel Committee - Committee Meeting - Aug 13, 2019 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Harbin, Fairchild-Preston, Heider
EXCUSED:	Linda Jones, Christopher Newell

RESOLUTIONS

Board of Elections

County Attorney

Legislature/Historian

Personnel Department

Minutes Acceptance: Minutes of Sep 17, 2019 8:00 AM (MINUTES)

DISCUSSION/REPORTS**Discussion Items**

1. Monthly Budget Report - Elections

RESULT: COMPLETED

2. County Attorney Monthly Report

RESULT: COMPLETED

3. Monthly Budget Report - Legislature

RESULT: COMPLETED

4. Monthly Budget Report - Legislature Clerk

RESULT: COMPLETED

5. Personnel Department Monthly Budget Report

RESULT: COMPLETED

6. September Vacancy Report

RESULT: COMPLETED

7. Advisory Board Policy Discussion

RESULT: COMPLETED



Personnel Committee

Special Committee Meeting

~ Minutes ~

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

Kelly L. Fairchild-Preston

Tuesday, September 24, 2019

9:00 AM

Room 302

I. Call to Order

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Excused	
George Wagner	Cortland County, NY	Committee Member	Present	
Linda Jones	Cortland County, NY	Vice-Chair	Excused	
Christopher Newell	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Committee Member	Excused	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Chair,	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Eric Mulvihill	Cortland County, NY	Clerk of the Legislature	Present	
Annette Barber	Cortland County, NY	Personnel Director	Present	

II. Discussion Items

1. Discussion Item (ID # 6855)

Review Responses to Employee Benefit Request for Proposals

COMMENTS - Current Meeting:

The meeting was called to order. Mr. Wagner made a motion to enter executive session to discuss matters leading to the appointment / employment of a particular corporation; Mr. Heider seconded the motion. All voting in favor, none opposed. The committee entered executive session at 9AM.

Mr. Wagner made a motion to return to regular session, Mr. Newell seconded the motion; all voting in favor, none opposed. The committee returned to regular session at 12:42 PM.

The Committee adjourned at 12:44 PM.

RESULT: COMPLETED

Minutes Acceptance: Minutes of Sep 24, 2019 9:00 AM (MINUTES)

09/30/2019 10:55
kfullerCortland County
YEAR TO DATE BUDGET REPORTP
glytdbud 1

FOR 2019 13

ACCOUNTS FOR: A14505 ELECTIONS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
A14505 43089 STATE AID - GENERAL G	0	-55,000.00	-55,000.00	.00	.00	-55,000.00	.0%
A14505 51005 PERSONAL SERVICES	77,330	.00	77,330.30	60,543.43	.00	16,786.87	78.3%
A14505 51010 PART-TIME PAY	61,214	.00	61,214.00	49,551.30	.00	11,662.70	80.9%
A14505 51015 TEMP PAY	34,690	.00	34,690.00	6,452.21	.00	28,237.79	18.6%
A14505 51020 OVERTIME PAY	0	.00	.00	1,704.33	.00	-1,704.33	100.0%
A14505 52060 COMPUTER EQUIPMENT	0	84,494.00	84,494.00	.00	.00	84,494.00	.0%
A14505 52060 SHOE COMPUTER EQUIPMEN	0	.00	.00	.00	90,163.45	-90,163.45	100.0%
A14505 54000 TELEPHONE	400	.00	400.00	98.96	.00	301.04	24.7%
A14505 54001 COPYING/PRINTING	35,000	.00	35,000.00	11,835.37	.00	23,164.63	33.8%
A14505 54002 SHOE COMPUTER MTN/AGRE	39,606	-39,606.00	.00	.00	.00	.00	.0%
A14505 54004 COMPUTER SOFTWARE	0	39,606.00	39,606.00	35,928.29	.00	3,677.71	90.7%
A14505 54005 SUPPLIES	1,500	1,500.00	3,000.00	2,220.38	.00	779.62	74.0%
A14505 54020 POSTAGE	21,500	.00	21,500.00	7,656.22	.00	13,843.78	35.6%
A14505 54035 EDUCATION & TRAINING	1,500	-1,500.00	.00	.00	.00	.00	.0%
A14505 54040 ASSOC/MEMBERSHIP DUES	140	.00	140.00	.00	.00	140.00	.0%
A14505 54041 PUBLICATIONS	350	.00	350.00	133.00	.00	217.00	38.0%
A14505 54045 TRAVEL & SUBSISTENCE	1,500	1,500.00	3,000.00	2,604.00	.00	396.00	86.8%
A14505 54047 MILEAGE REIMBURSEMENT	250	1,111.00	1,361.00	751.07	.00	609.93	55.2%
A14505 54050 EQUIP MAINT/REPAIR	300	.00	300.00	.00	.00	300.00	.0%
A14505 54055 PROFESSIONAL SERVICES	55,000	-1,500.00	53,500.00	5,180.00	.00	48,320.00	9.7%
A14505 54060 LEGAL NOTICES / ADVER	3,500	.00	3,500.00	.00	.00	3,500.00	.0%
A14505 54065 EQUIP RENT / LEASES	3,500	-1,111.00	2,389.00	541.69	.00	1,847.31	22.7%
A14505 54070 INSURANCE	2,823	.00	2,823.00	2,823.00	.00	.00	100.0%
A14505 54078 FUEL ISLAND	500	.00	500.00	50.01	.00	449.99	10.0%
A14505 54212 I/D PHONE	648	.00	648.00	432.00	.00	216.00	66.7%
A14505 54213 I/D COPIER	1,240	.00	1,240.00	666.32	.00	573.68	53.7%
A14505 58020 RETIREMENT	21,900	.00	21,900.00	16,425.00	.00	5,475.00	75.0%
A14505 58030 FICA	13,253	.00	13,253.00	8,654.36	.00	4,598.64	65.3%
A14505 58040 WORKERS COMP	7,186	.00	7,186.00	5,389.48	.00	1,796.52	75.0%
A14505 58060 HEALTH INS	33,948	.00	33,948.00	21,019.80	.00	12,928.20	61.9%
A14505 58062 DENTAL INS	216	.00	216.00	158.46	.00	57.54	73.4%
A14505 58065 VISION CARE BENEFITS	60	.00	60.00	42.75	.00	17.25	71.3%
TOTAL ELECTIONS	419,054	29,494.00	448,548.30	240,861.43	90,163.45	117,523.42	73.8%
TOTAL REVENUES	0	-55,000.00	-55,000.00	.00	.00	-55,000.00	
TOTAL EXPENSES	419,054	84,494.00	503,548.30	240,861.43	90,163.45	172,523.42	

Attachment: YTD Budget - Elections September 2019 (6872 : YTD Budget Report - Elections September

09/30/2019 10:55
 kfuller

Cortland County
YEAR TO DATE BUDGET REPORT
P
glytdbud **2**
FOR 2019 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	419,054	29,494.00	448,548.30	240,861.43	90,163.45	117,523.42	73.8%

** END OF REPORT - Generated by Karen Fuller **



CORTLAND COUNTY ATTORNEY

KAREN L. HOWE

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, CORTLAND NY 13045

TEL 607-753-5095

FAX: 607-756-3489

October 1, 2019

Contracts referred to County Attorney's Office for review:

<u>January 1, 2016 – December 31, 2016</u>	327
<u>January 1, 2017 – December 31, 2017</u>	374
<u>January 1, 2018 – December 31, 2018</u>	338
<u>January 1, 2019 – September 30, 2019</u>	250

Attachment: OCTOBER 2019 (6884 : County Attorney Monthly Report)



**CORTLAND COUNTY ATTORNEY
KAREN L. HOWE**

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

October 1, 2019

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

January 1, 2016 – December 31, 2016

2016 -	JD referred for petition:	09
	PINS petitions:	22
	Vio. Probation/Support:	<u>05</u>
		36

January 1, 2017 – December 31, 2017

2017 -	JD referred for petition:	24
	PINS petitions:	36
	Vio. Probation/Support:	<u>06</u>
		66

January 1, 2018 – December 31, 2018

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

January 1, 2019 – September 1, 2019

2019 -	JD referred for petition:	24*	(**11 RTA)
	PINS petitions:	14	
	Vio. Probation/Support:	<u>05</u>	
		43	

***2019 JD referrals for petition by classification of offense:**

Property crimes:	13
Crimes against persons:	04
Sex offenses:	<u>07</u>
	24

****RTA (Raise the Age) JD petitions included above:**
(respondent 16 years old at date of offense(s), committed 10/1/18-9/30/19)



CORTLAND COUNTY ATTORNEY

KAREN L. HOWE

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, CORTLAND NY 13045

TEL 607-753-5095

FAX: 607-756-3489

October 1, 2019

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

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

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

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

January 1, 2019 – October 1, 2019: 65 orders

Attachment: OCTOBER 2019 (6884 : County Attorney Monthly Report)

CORTLAND COUNTY ATTORNEY
2019 BUDGET SPENDING REPORT
REPORT DATE: 9/30/2019, 1:51 PM

1.2.a

OBJ CODE	ACCOUNT TITLE	2019 BUDGET	SPENDING TO DATE	BUDGET BALANCE	% OF BUDGET REMAINING
	Paralegal	44,666.00	32,758.14	\$ 11,907.86	26.66%
	Sec. to County Attorney	35,479.00	25,691.90	\$ 9,787.10	27.59%
51005	PERSONAL SERVICES	80,145.00	58,450.04	\$ 21,694.96	27.07%
	County Attorney	88,069.00	63,646.73	\$ 24,422.27	27.73%
	Chief Assistant County Attorney	41,507.00	30,469.92	\$ 11,037.08	26.59%
	Assistant County Attorney	35,785.00	25,913.22	\$ 9,871.78	27.59%
	Keyboard Specialist	13,040.00	5,255.90	\$ 7,784.10	59.69%
51010	PART-TIME PAY:	178,401.00	125,285.77	\$ 53,115.23	29.77%
51035	OTHER COMPENSATION	-	-	\$ -	--
54000	TELEPHONE (USAGE)	210.00	86.61	\$ 123.39	58.76%
54001	COPYING/PRINTING	200.00	0.36	\$ 199.64	99.82%
54005	SUPPLIES	480.00	222.00	\$ 258.00	53.75%
54020	POSTAGE	300.00	123.49	\$ 176.51	58.84%
54035	EDUCATION & TRAINING	2,150.00	638.00	\$ 1,512.00	70.33%
54040	ASSOC/MEMBERSHIP DUES	1,057.00	432.00	\$ 625.00	59.13%
54041	PUBLICATIONS	1,297.00	68.46	\$ 1,228.54	94.72%
54045	TRAVEL & SUBSISTENCE	1,950.00	178.54	\$ 1,771.46	90.84%
54047	MILEAGE REIMBURSEMENT	2,000.00	286.41	\$ 1,713.59	85.68%
54055	PROFESSIONAL SERVICES	20,000.00	964.00	\$ 19,036.00	95.18%
54060	CLASSIFIED ADVERTISING	500.00	-	\$ 500.00	100.00%
54070	INSURANCE	2,328.00	2,328.00	\$ -	0.00%
54212	I/D PHONE (BASE FEES)	756.00	504.00	\$ 252.00	33.33%
54213	I/D COPIER	1,513.00	1,008.40	\$ 504.60	33.35%
54215	I/D INT COUNTY DEPT (LEXIS)	2,406.00	1,603.84	\$ 802.16	33.34%
58020	RETIREMENT	41,368.00	31,025.97	\$ 10,342.03	25.00%
58030	FICA	16,031.00	10,827.50	\$ 6,420.27	32.46%
58031	MEDICARE	3,749.00	2,532.23		
58040	WORKERS COMP	9,582.00	7,186.50	\$ 2,395.50	25.00%
58060	HEALTH INS	44,919.00	32,824.59	\$ 12,094.41	26.92%
58062	DENTAL INS	216.00	158.46	\$ 57.54	26.64%
58065	VISION CARE BENEFITS	59.00	42.75	\$ 16.25	27.54%
	TOTAL \$	\$ 411,617.00	\$ 276,777.92	\$ 134,839.08	32.76%
% of Year Remaining					25.21%

Attachment: OCTOBER 2019 (6884 : County Attorney Monthly Report)

CORTLAND COUNTY ATTORNEY
2019 BUDGET SPENDING REPORT
REPORT DATE: 9/30/2019, 1:51 PM

1.2.a

Revenue & Income

Previous Years:

A141001-CA Accounts Receivable

2019 Opening Balance - *Not booked yet?*

Payments Received 979.00

New Receivables -

Current A/R Balance: \$ (979.00)

Current Year:

A142042-41289 Program Fees Collected - 722d Orders 2,050.16

Liability - Awards & Claims #A17115.54920

CK#		Ck. Amount	Spending YTD	Balance	Department
	BUDGET			\$10,000.00	BUDGET
650785	Trident Inv#96423 GR NOC#5/2016	180.00	180.00	\$9,820.00	DA
652800	Trident Inv#98018 GR NOC#5/2016	60.00	240.00	\$9,760.00	DA
654021	Trident Inv#99909 JBR IR-2019-065	2,968.40	3,208.40	\$6,791.60	SHERIFF

Attachment: OCTOBER 2019 (6884 : County Attorney Monthly Report)

MUNIS RECONCILIATION
County Attorney Spending
9/30/2019, 1:52 PM

OBJ CODE	ACCOUNT TITLE	SPENDING TO DATE	MUNIS	DIFFERENCE	EXPLANATION
	Paralegal	\$ 32,758.14			
	Sec. to County Attorney	\$ 25,691.90			
51005	PERSONAL SERVICES	\$ 58,450.04	\$ 58,450.04	\$ -	
	County Attorney	\$ 63,646.73			
	Chief Assistant County Attorney	\$ 30,469.92			
	Assistant County Attorney	\$ 25,913.22			
	Keyboard Specialist	\$ 5,255.90			
51010	PART-TIME PAY:	\$ 125,285.77	\$ 125,285.77	\$ -	
51035	OTHER COMPENSATION	\$ -	\$ -	\$ -	
54000	TELEPHONE (USAGE)	\$ 86.61	\$ 86.61	\$ -	
54001	COPYING/PRINTING	\$ 0.36	\$ 0.36	\$ -	
54005	SUPPLIES	\$ 222.00	\$ 222.00	\$ -	
54020	POSTAGE	\$ 123.49	\$ 123.49	\$ -	
54035	EDUCATION & TRAINING	\$ 638.00	\$ 588.00	\$ 50.00	PO#4038 Not Paid yet
54040	ASSOC/MEMBERSHIP DUES	\$ 432.00	\$ 432.00	\$ -	
54041	PUBLICATIONS	\$ 68.46	\$ 68.46	\$ -	
54045	TRAVEL & SUBSISTENCE	\$ 178.54	\$ 141.54	\$ 37.00	PO#4038 Not Paid yet
54047	MILEAGE REIMBURSEMENT	\$ 286.41	\$ 286.41	\$ -	
54055	PROFESSIONAL SERVICES	\$ 964.00	\$ 964.00	\$ -	
54060	CLASSIFIED ADVERTISING	\$ -	\$ -	\$ -	
54070	INSURANCE	\$ 2,328.00	\$ 2,328.00	\$ -	
54212	I/D PHONE (BASE FEES)	\$ 504.00	\$ 504.00	\$ -	
54213	I/D COPIER	\$ 1,008.40	\$ 1,008.40	\$ -	
54215	I/D INT COUNTY DEPT (LEXIS)	\$ 1,603.84	\$ 1,603.84	\$ -	
58020	RETIREMENT	\$ 31,025.97	\$ 34,216.48	\$ (3,190.51)	Correction pending (related to RTA?)
58030	FICA	\$ 10,827.50	\$ 13,359.73	\$ -	
58031	MEDICARE	\$ 2,532.23			
58040	WORKERS COMP	\$ 7,186.50	\$ 8,184.41	\$ (997.91)	Correction pending (related to RTA?)
58060	HEALTH INS	\$ 32,824.59	\$ 32,824.59	\$ -	
58062	DENTAL INS	\$ 158.46	\$ 158.46	\$ -	
58065	VISION CARE BENEFITS	\$ 42.75	\$ 42.75	\$ -	
	TOTAL \$	\$ 276,777.92	\$ 280,879.34	\$ (4,101.42)	

OTHER MUNIS RECONCILIATIONS:

		BALANCE TO DATE	MUNIS	DIFFERENCE	EXPLANATION
A141001-CA	ACCOUNTS RECEIVABLE	\$ (979.00)	\$ (1,000.00)	\$ 21.00	722(d)Overpayment Refund - still in process
A142042-41289	PROGRAM FEES	\$ 2,050.16	\$ 2,050.16	\$ -	
A17115-54920	AWARDS & CLAIMS	\$ 3,208.40	\$ 3,208.40	\$ -	

Attachment: OCTOBER 2019 (6884 : County Attorney Monthly Report)



**CORTLAND COUNTY ATTORNEY
KAREN L. HOWE**

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

David Hartnett
Chief Assistant County Attorney

Wendy Franklin
Assistant County Attorney

Sherry Davenport
Paralegal
Maria Adsit
Confidential Secretary
Deborah Burton
Keyboard Specialist

DEBT COLLECTION

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

September 2019	YTD 2019	2018	2017	2016
\$29.00	\$2,954.16	\$4,178.03	\$25,922.39	\$10,645.03

INSURANCE RECOVERIES

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

September 2019	YTD 2019	2018	2017	2016
\$604.55	\$4,057.78	\$670.26	\$19,156.95	\$25,420.07

TOTALS:	\$7,011.94	\$4,848.29	\$45,079.34	\$36,065.10
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CURRENT YEAR COLLECTIONS

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
January	06/16/2005	Judgement	DSS	\$ 273.58
	12/20/2017	722(d)	Assigned Counsel	100.00
	11/27/2018	Property Damage-Road Sign	Highway	290.01
February	06/16/2005	Judgement	DSS	66.13
	12/20/2017	722(d)	Assigned Counsel	100.00
March	06/16/2005	Judgement (final pmt.)	DSS	1,710.45
	12/20/2017	722(d)	Assigned Counsel	100.00

Continued on next page

Attachment: OCTOBER 2019 (6884 : County Attorney Monthly Report)

CURRENT YEAR COLLECTIONS CONTINUED

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
April	12/20/2017	722(d)	Assigned Counsel	125.00
May	12/20/2017 03/25/2019	722(d) Property Damage-overhead lights	Assigned Counsel DMV	100.00 765.00
June	12/20/2017	722(d)	Assigned Counsel	125.00
July	12/20/2017 07/19/2019	722(d) Property Damage-Vehicle	Assigned Counsel Sheriff	100.00 2,398.22
August	12/20/2017	722(d)	Assigned Counsel	125.00
September	12/20/2017 07/30/2019	722(d) (final pmt.) Property Damage-Vehicle	Assigned Counsel Sheriff	29.00 604.55
				\$ 7,011.94

Attachment: OCTOBER 2019 (6884 : County Attorney Monthly Report)

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kfullerCortland County
YEAR TO DATE BUDGET REPORTP
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FOR 2019 13

ACCOUNTS FOR: A10105	COUNTY LEGISLATURE	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
A10105 51010	PART-TIME PAY	186,355	.00	186,355.00	131,515.45	.00	54,839.55	70.6%
A10105 54045	TRAVEL & SUBSISTENCE	4,193	-100.00	4,093.00	958.35	160.00	2,974.65	27.3%
A10105 54047	MILEAGE REIMBURSEMENT	9,193	-500.00	8,693.00	4,288.38	.00	4,404.62	49.3%
A10105 54055	1011 PROFESSIONAL SERV	10,000	.00	10,000.00	8,861.88	.00	1,138.12	88.6%
A10105 54060	LEGAL NOTICES / ADVER	500	600.00	1,100.00	633.25	.00	466.75	57.6%
A10105 54070	INSURANCE	5,475	.00	5,475.00	5,475.00	.00	.00	100.0%
A10105 54212	I/D PHONE	0	.00	.00	54.00	.00	-54.00	100.0%
A10105 54824	1890 HOUSE	10,500	.00	10,500.00	10,500.00	.00	.00	100.0%
A10105 54826	HISTORICAL SOCIETY	21,500	.00	21,500.00	21,500.00	.00	.00	100.0%
A10105 54841	CNY LIVING HISTORY CE	24,000	.00	24,000.00	24,000.00	.00	.00	100.0%
A10105 54851	LIME HOLLOW NATURE CE	16,000	.00	16,000.00	16,000.00	.00	.00	100.0%
A10105 58020	RETIREMENT	3,313	.00	3,312.96	2,484.72	.00	828.24	75.0%
A10105 58030	FICA	14,256	.00	14,256.09	10,009.43	.00	4,246.66	70.2%
A10105 58040	WORKERS COMP	20,366	.00	20,366.00	15,274.52	.00	5,091.48	75.0%
A10105 58060	HEALTH INS	18,629	.00	18,629.00	2,149.56	.00	16,479.44	11.5%
A10105 58062	DENTAL INS	144	.00	144.00	61.16	.00	82.84	42.5%
A10105 58065	VISION CARE BENEFITS	40	.00	40.00	16.50	.00	23.50	41.3%
TOTAL COUNTY LEGISLATURE		344,464	.00	344,464.05	253,782.20	160.00	90,521.85	73.7%
TOTAL EXPENSES		344,464	.00	344,464.05	253,782.20	160.00	90,521.85	

Attachment: YTD Budget - Legislature - September 2019 (6870 : YTD Budget Report - Legislature)

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Cortland County
YEAR TO DATE BUDGET REPORT

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FOR 2019 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	344,464	.00	344,464.05	253,782.20	160.00	90,521.85	73.7%
** END OF REPORT - Generated by Karen Fuller **							

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Cortland County
YEAR TO DATE BUDGET REPORT

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FOR 2019 13

ACCOUNTS FOR: A10405	CLERK OF THE LEGISLATIVE BOARD	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
A10405 51005	PERSONAL SERVICES	97,702	25,519.00	123,221.00	76,883.87	.00	46,337.13	62.4%
A10405 54000	TELEPHONE	300	.00	300.00	178.78	.00	121.22	59.6%
A10405 54001	COPYING/PRINTING	1,100	-500.00	600.00	159.28	.00	440.72	26.5%
A10405 54002	COMPUTER MTN/AGREEMEN	14,300	.00	14,300.00	10,489.50	3,572.10	238.40	98.3%
A10405 54005	OFFICE SUPPLIES	1,000	.00	1,000.00	904.52	95.48	.00	100.0%
A10405 54020	POSTAGE	500	-125.00	375.00	158.08	22.50	194.42	48.2%
A10405 54035	EDUCATION & TRAINING	200	.00	200.00	85.00	.00	115.00	42.5%
A10405 54040	ASSOC/MEMBERSHIP DUES	375	.00	375.00	100.00	.00	275.00	26.7%
A10405 54041	PUBLICATIONS	100	125.00	225.00	117.00	.00	108.00	52.0%
A10405 54045	TRAVEL & SUBSISTENCE	400	.00	400.00	116.05	.00	283.95	29.0%
A10405 54047	MILEAGE REIMBURSEMENT	100	.00	100.00	.00	.00	100.00	.0%
A10405 54055	PROFESSIONAL SERVICES	500	500.00	1,000.00	936.75	.00	63.25	93.7%
A10405 54070	LIABILITY INSURANCE	585	.00	585.00	585.00	.00	.00	100.0%
A10405 54075	OFFICE EQUIPMENT	100	.00	100.00	.00	.00	100.00	.0%
A10405 54076	DWYPK PROPERTY REPAIRS	0	90,000.00	90,000.00	1,681.58	.00	88,318.42	1.9%
A10405 54212	I/D PHONE	648	.00	648.00	396.00	.00	252.00	61.1%
A10405 54213	I/D COPIER	1,600	.00	1,600.00	1,045.89	.00	554.11	65.4%
A10405 54400	FOOD SUPPLIES	700	.00	700.00	511.09	23.72	165.19	76.4%
A10405 58020	RETIREMENT	8,864	4,083.04	12,947.04	6,648.02	.00	6,299.02	51.3%
A10405 58030	FICA	7,411	1,952.00	9,362.71	5,663.45	.00	3,699.26	60.5%
A10405 58040	WORKERS COMP	4,790	1,397.16	6,187.16	3,592.52	.00	2,594.64	58.1%
A10405 58060	HEALTH INS	15,318	10,867.36	26,185.12	11,193.66	.00	14,991.46	42.7%
A10405 58062	DENTAL INS	72	11.41	83.41	52.82	.00	30.59	63.3%
A10405 58065	VISION CARE BENEFITS	20	19.60	39.60	.00	.00	39.60	.0%
TOTAL CLERK OF THE LEGISLATIVE		156,684	133,849.57	290,534.04	121,498.86	3,713.80	165,321.38	43.1%
TOTAL EXPENSES		156,684	133,849.57	290,534.04	121,498.86	3,713.80	165,321.38	

Attachment: YTD Budget - Legislature Office - September 2019 (6871 : YTD Budget Report - Legislature

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Cortland County
YEAR TO DATE BUDGET REPORT
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FOR 2019 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	156,684	133,849.57	290,534.04	121,498.86	3,713.80	165,321.38	43.1%

** END OF REPORT - Generated by Karen Fuller **

POSITION VACANCY REPORT

As of October 1, 2019

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
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **
Driver, per diem (1) Grade 2, \$11.9997-\$14.8915/hr.	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Call Taker (12 Hours week) Grade 1 \$14.5723-\$19.1761/hr.	ERAC	New position	1/1/2015	2/19/2015	2/20/2015	3/6/2015	Posted/ Advertised		\$1, grant \$ **
Nurse Practitioner \$31.7996-\$37.0650/hr.	Health	Retirement	12/31/2015	10/7/2015	10/8/2015	10/8/2015	Posted/ Advertised		Fully funded with matching revenue **
PT Jail Cook (12 hrs) Grade 3 \$16.2424-\$21.5877	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Recycling Attendant/Highway Grade 2 \$12.1317-\$15.0552	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold		
Recycling Equipment Operator Mechanic Grade 10 \$16.0799-\$19.9550	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold		
Jail Cook-Per Diem Grade 3 \$16.2424-\$21.5877	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Heavy Equip Maintenance Mechanic Grade 14 \$18.6619-\$23.1592	Highway	Removal from Probation	8/21/2018	8/21/2018	8/22/2018	9/12/2018	Abolished 2019		*
Highway Maintenance Supervisor Grade 5 \$60,345-\$73,419	Highway	Resignation	9/6/2018	10/1/2018	Approved by resolution	10/3/2018	Hold		*
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Resignation	10/12/2018	10/3/2018	10/4/2018	10/16/2018	Cert		*
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Removal from Probation	10/4/2018	10/3/2018	10/4/2018	10/16/2018	Cert		*
Clinic Aide Grade 5 \$14.1292-\$17.5342	Health	Resignation	10/26/2018	10/10/2018	10/11/2018	Posted			*
County Police Officer (Deputy Sheriff) CPO \$19-18.13-\$30.6856	Sheriff	Promotion	11/11/2018	9/26/2018	9/26/2018	10/16/2018	Cert		*

* Funded in 2019 Budget

** Will Discuss

POSITION VACANCY REPORT

As of October 1, 2019

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
Safety Officer Grade 11 \$39,838-\$48,523	Safety	1/1/2019	1/1/2019	11/31/18	11/31/18	1/24/2019	Posted		*
Corrections Officer Grade 1 \$17.6401-\$30.6534	Sheriff	Took CPO position	8/10/2018	1/28/2019	2/5/2019	2/19/2019	Cert		*
Corrections Officer Grade 1 \$17.6401-\$30.6535	Sheriff	Resignation	9/3/2018	1/28/2019	2/5/2019	2/19/2019	Cert		*
Corrections Officer Grade 1 \$17.6401-\$30.6536	Sheriff	Took Caseworker	1/14/2019	1/28/2019	2/5/2019	2/19/2019	Cert		*
Corrections Officer Grade 1 \$17.6401-\$30.6537	Sheriff	Took CPO position	2/4/2019	2/4/2019	2/5/2019	2/19/2019	Cert		*
Assistant Public Defender Grade 4 \$66,169-\$80,503	Public Defender	Resignation	3/25/2019	2/26/2019	3/12/2019	3/12/2019	9/16/2019	Raja Sekharan	*
County Police Officer (Deputy Sheriff) CPO \$19.4691-\$31.1458	Sheriff	Backfill for promotion	3/31/2019	3/15/2019	3/22/2019	3/22/2019	Cert		*
Caseworker Grade 17 \$21.0354-\$26.1046	DSS	2 temporary positions	4/26/2019	4/25/2019	Approved by resolution	4/25/2019	Exam file apps		*
Mental Health Program Aide Grade 8 \$15.6920-\$19.4735	Mental Health	Removal	5/23/2019	5/16/2019	5/17/2019	5/17/2019	Posted		*
Assistant Director of Finance Grade 4 \$66,169-\$80,503	Budget & Finance	New	5/24/2019	5/23/2019	5/23/2019	5/23/2019	9/3/2019	Darrel Tuttle	*
Motor Equipment Operator Grade 11 \$17.2220-\$21.3722	Highway	Resignation	5/30/2019	5/28/2019	5/28/2019	5/30/2019	Posted		*
Aging Services Worker Grade 7 \$15.2343-\$18.9055	Aging	Resignation	6/24/2019	5/28/2019	5/29/2019	5/30/2019	9/24/2019	Felicia Rizzo	*
SWET Grade 9 \$16.1773-\$20.0757	DSS	Resignation	6/28/2019	6/10/2019	6/10/2019	6/11/2019	9/16/2019	Olga Skotsen	*
Correction Officer Grade 1 \$17.6401-\$30.6534	Sheriff	Resignation	6/20/2019	6/20/2019	6/21/2019	6/24/2019	Cert		*

* Funded in 2019 Budget

** Will Discuss

POSITION VACANCY REPORT

As of October 1, 2019

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
County Police Officer (Deputy Sheriff) CPO \$19.4691-\$31.1458	Sheriff	Retirement	7/19/2019	6/20/2019	6/24/2019	6/24/2019	Cert		*
Licensed Master Social Worker Grade 24 \$27.1526-\$33.6960	Mental Health	Resignation	6/16/2019	6/21/2019	6/25/2019	6/26/2019	9/23/2019	Jessi Bolton	*
E&T Director Grade 9 \$46,090-\$56,075	E&T	Retirement	9/3/2019	7/2/2019	7/2/2019	7/2/2019	posted		*
Motor Equipment Operator Grade 11 \$17.2220-\$21.3722	Highway	Promotion	7/1/2019	7/2/2019	7/8/2019	7/9/2019	Posted		*
Heavy Equip Maintenance Mechanic Grade 15 \$19.6407-\$24.3738	Highway	Resignation	7/12/2019	7/2/2019	7/8/2019	7/9/2019	Posted		*
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Resignation	7/14/2019	7/1/2019	7/8/2019	7/9/2019	9/23/2019	Katelyn Eaton	*
Senior Account Clerk Grade 9 \$16.1773-\$20.0757	DSS	Transfer to B&F	7/12/2019	7/2/2019	7/8/2019	7/9/2019	Abolished 2019		*
SWET Grade 9 \$16.1773-\$20.0757	DSS	Resignation	7/26/2019	7/18/2019	7/22/2019	7/26/2019	9/16/2019	Amanda Olmstead	*
Case Aide (PT) Grade 7 \$15.2343-\$18.9055	DSS	Resignation	8/12/2019	7/18/2019	7/22/2019	7/26/2019	Posted		*
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Resignation	7/18/2019	7/18/2019	7/22/2019	7/26/2019	9/30/2019	Marcus Bailey	*
(2) Assistant Public Defender (PT) Grade 4 (50%) \$32,435.50-\$39,462.50	Public Defender	2 New Positions	N/A	7/25/2019	Approved by resolution	7/26/2019	Posted		**
Mental Health Practitioner \$105,000	Mental Health	Resignation	8/7/2019	7/16/2019	7/16/2019	7/17/2019	Posted		*
EISEP and Respite Aide Grade 4 \$13.5694-\$16.8729	Aging	New	7/26/2019	N/A	Approved by resolution	7/25/2019	Posted		**
Aging Services Specialist Grade 15 \$19.6407-\$24.3738	Aging	New	7/26/2019	N/A	Approved by resolution	7/25/2019	Cert		*

* Funded in 2019 Budget

** Will Discuss

POSITION VACANCY REPORT

As of October 1, 2019

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
Principal Account Clerk Grade 13 \$18.3691-\$22.7958	Highway	Retirement	8/31/2019	7/30/2019	7/31/2019	7/31/2019	9/30/2019	Chris Spadolini	*
(3) Community Service Workers Grade 5 \$14.3765	DSS	3 Temporary Positions	10/21/2019	8/7/2019	8/8/2019	8/8/2019	Canvass/Post		*
Probation Supervisor Grade 21 \$24.2733-\$30.1228	Probation	Promotion	7/25/2019	8/7/2019	8/7/2019	8/7/2019	9/3/2019	Nadine Reisweber	*
Food Service Helper Grade 2 \$12.5909-\$15.6251	Aging	Transfer	8/26/2019	8/9/2019	8/9/2019	8/15/2019	Posted		*
Probation Officer II/Sr Prob Officer Grade 19 \$22.5763-\$28.0169	Probation	Promotion	Unknown	8/16/2019	8/20/2019	8/21/2019	9/3/2019	Ben Wheaton	*
Probation Officer I Grade 17 \$21.0354-\$26.1046	Probation	Promotion	Unknown	8/16/2019	8/20/2019	8/21/2019	9/30/2019	Lindsay Vanliew	*
County Police Sgt (Deputy Sheriff) \$36.9712	Sheriff	Retirement	8/30/2019	8/19/2019	8/21/2019	8/26/2019	9/10/2019	Timothy Jones	*
County Police Officer (Deputy Sheriff) \$19.4691-\$31.1458	Sheriff	Backfill for promotion	9/10/2019	8/19/2019	8/21/2019	8/26/2019	Cert		*
Caseworker Grade 17 \$21.0354-\$26.1046	DSS	Resignation	9/13/2019	8/22/2019	8/22/2019	8/22/2019	Exam file apps		*
Assistant Public Defender Grade 4 \$66,169-\$80,503	Public Defender	Resignation	9/5/2019	8/26/2019	8/27/2019	8/28/2019	9/23/2019	Anita Ribeiro- Ebosele	*
Caseworker Grade 17 \$21.0354-\$26.1046	DSS	Resignation	8/23/2019	8/26/2019	8/27/2019	8/29/2019	Exam file apps		*
Director of Veterans Services Grade 10 \$42,875-\$52,164	Veterans	Resignation	8/16/2019	8/27/2019	8/27/2019	9/17/2019	Posted		*
Caseworker Grade 17 \$21.0354-\$26.1046	DSS	Removal from Probation	9/11/2019	9/5/2019	9/9/2019	9/9/2019	Exam file apps		*
County Police Officer (Deputy Sheriff) \$19.4691-\$31.1458	Sheriff	Resignation	9/15/2019	9/6/2019	6/6/2019	9/9/2019	Cert		*

Attachment: October 2019 (6905 : October Vacancy Report)

* Funded in 2019 Budget

** Will Discuss

POSITION VACANCY REPORT

As of October 1, 2019

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Case Aide Grade 7 \$15.2343-\$18.9055	DSS	Promotion	9/16/2019	9/5/2019	9/9/2019	9/9/2019	Posted		*
Case Aide Grade 7 \$15.2343-\$18.9055	DSS	Promotion	9/17/2019	9/5/2019	9/9/2019	9/9/2019	Posted		*
Public Health Educator Grade 16	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				*
Senior Account Clerk Grade 9 \$16.1773-\$20.0757	DSS	Transfer to Highway	9/27/2019	9/10/2019	9/11/2019	9/17/2019	Posted		*
Senior Caseworker Grade 19 \$22.5763-\$28.0169	DSS	Transfer to Probation	9/27/2019	9/19/2019	9/20/2019	9/26/2019	Cert		*
Caseworker Grade 17 \$21.0354-\$26.1046	DSS	Backfill for promotion		9/24/2019	9/25/2019	9/26/2019	Exam file apps		*
Caseworker Grade 17 \$21.0354-\$26.1046	DSS	Prov return to former position	9/27/2019	9/24/2019	9/25/2019	9/27/2019	Exam file apps		*
Supervisor, Solid Waste Management Grade 6 \$57,258-\$69,663	Highway/Solid Waste	Resignation	9/27/2019	9/10/2019	9/11/2019	9/12/2019	Posted		*
Account Clerk Grade 7 \$15.2343-\$18.9055	Aging	Resignation	10/14/2019	9/24/2019	9/24/2019	9/27/2019	Posted		*
Senior Citizen Center Manager Grade 8 \$15.6920-\$19.4735	Aging	Removal	9/26/2019	9/23/2019	9/23/2019	9/27/2019	Posted		*
Administrative Services Manager Grade 10 \$42,875-\$52,164	Mental Health	Resignation	9/23/2019	9/23/2019	9/23/2019	9/27/2019	Posted		*
Licensed Master Social Worker Grade 24 \$27.1526-\$33.6960	Mental Health	New	9/26/2019	9/26/2019	Approved by resolution	9/26/2019	Posted		*
Assistant Heavy Equip Main Mech Grade 14 \$18.9884-\$23.5644	Highway	New	9/26/2019	9/26/2019	Approved by resolution	9/26/2019	Posted		*
(2) Deputy Commissioner of SS Grade 5 \$61,552-\$74,887	DSS	2 New Positions	9/26/2019	9/26/2019	Approved by resolution	9/26/2019	Posted		*
Assistant Dir of Admin Services Grade 8 \$49,546-\$60,282	DSS	New	9/26/2019	9/26/2019	Approved by resolution	9/26/2019	Posted		*

* Funded in 2019 Budget

** Will Discuss

Attachment: October 2019 (6905 : October Vacancy Report)

POSITION VACANCY REPORT

As of October 1, 2019

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

Attachment: October 2019 (6905 : October Vacancy Report)

* Funded in 2019 Budget

** Will Discuss

YEAR-TO-DATE BUDGET REPORT

FOR 2019 12

ACCOUNTS FOR:		ORIGINAL	TRANSP/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
14305	PERSONNEL - CIVIL SERVICE	APPROP	ADJUSTS	BUDGET	EXPENDED		BUDGET	USED
A14305	51005 PERSONAL SERVICES	255,025	.00	255,025.00	193,047.90	.00	61,977.10	75.7%
A14305	51020 OVERTIME PAY	1,000.00	.00	1,000.00	646.00	.00	354.00	64.6%
A14305	54000 TELEPHONE	400.00	.00	400.00	210.56	.00	189.44	52.6%
A14305	54001 PRINTING/COPYING	400.00	.00	400.00	.00	.00	400.00	.0%
A14305	54005 SUPPLIES	2,000.00	.00	3,000.00	2,530.82	.00	469.18	84.4%
A14305	54020 POSTAGE	3,500.00	.00	3,500.00	1,877.81	.00	1,622.19	53.7%
A14305	54035 EDUCATION & TRAINING	500.00	-500.00	.00	.00	.00	.00	.0%
A14305	54040 ASSOC/MEMBERSHIP DUES	1,300.00	.00	1,300.00	783.95	.00	516.05	60.3%
A14305	54041 PUBLICATIONS	1,400.00	.00	1,400.00	1,073.98	.00	326.02	76.7%
A14305	54045 TRAVEL & SUBSISTENCE	1,500.00	.00	500.00	373.68	.00	126.32	74.7%
A14305	54060 LEGAL NOTICES / ADVER.	4,500.00	3,500.00	8,000.00	7,011.29	225.85	762.86	90.5%
A14305	54063 LEGAL FEES	60,000.00	-3,000.00	57,000.00	25,043.55	.00	31,956.45	43.9%
A14305	54070 INSURANCE	2,800.00	.00	2,800.00	2,800.00	.00	.00	100.0%
A14305	54075 OFFICE EQUIPMENT	200.00	.00	200.00	.00	.00	200.00	.0%
A14305	54078 FUEL ISLAND	250.00	.00	250.00	.00	.00	250.00	.0%
A14305	54078 I/D PHONE	864.00	.00	864.00	648.00	.00	216.00	75.0%
A14305	54212 T/D COPIER	1,678.00	.00	1,678.00	1,129.13	.00	548.87	67.3%
A14305	54213 EMPLOYEES EXPENSES	25,168.00	.00	25,168.00	11,740.89	.00	13,427.11	46.7%
A14305	54380 FEES & PERMITS	5,523.00	.00	5,522.50	5,349.50	.00	173.00	96.9%
A14305	54444 EVALUATIONS	1,100.00	.00	1,100.00	.00	.00	1,100.00	.0%
A14305	54505 REIMBURSEMENTS	500.00	.00	500.00	.00	.00	500.00	.0%
A14305	54600 CONTRACTED MEDICAL SV	5,000.00	-1,000.00	4,000.00	300.00	.00	3,700.00	7.5%
A14305	54615 AUDITOR	4,500.00	.00	4,500.00	.00	.00	4,500.00	.0%
A14305	54750 RETIREMENT	40,965.00	.00	40,965.00	30,723.75	.00	10,241.25	75.0%
A14305	58020 FICA	19,586.00	.00	19,586.00	13,721.54	.00	5,864.46	70.1%
A14305	58030 WORKERS COMP	11,975.00	.00	11,975.00	8,981.27	.00	2,993.73	75.0%
A14305	58040 HEALTH INS	60,357.00	.00	60,357.00	46,335.00	.00	14,022.00	76.8%
A14305	58060 DENTAL INS	360.00	.00	360.00	222.40	.00	137.60	61.8%
A14305	58065 VISION CARE BENEFITS	98.00	.00	98.00	60.00	.00	38.00	61.2%
A14305	TOTAL PERSONNEL - CIVIL SERVIC	511,449	.00	511,448.50	354,611.02	225.85	156,611.63	69.4%
	TOTAL EXPENSES	511,449	.00	511,448.50	354,611.02	225.85	156,611.63	