



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, November 7, 2023

9:00 AM

Room 302

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Excused	
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	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Maragaret Mellott	Cortland Stanadard	Reporter	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Kimberly Biglarleri	Cortland County,	Deputy Clerk of the	Remote	

	NY	Legislature		
Carlita Withers	Cortland County	Assitant Accountant	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Oct 17, 2023 9:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Local Law "J" of 2023 - a Local Law Creating the Cortland County Finance Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF STOCK

RESOLUTION NO.

Local Law "J" of 2023 - a Local Law Creating the Cortland County Finance Department

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date, AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required, NOW THEREFORE BE IT

RESOLVED, that Local Law "J" for the year 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, NOW THEREFORE

Be it enacted by the Legislature of the County of Cortland as follows:

SECTION 1. Legislative Findings and Intent

It is the desire of the Cortland County Legislature, in its continuing efforts to upgrade the administration of County government, to legally define, clarify and improve the management structure of the financial operations of the County of Cortland.

Cortland County Local Law 10 of the year 2022 abolished the elected office of the County Treasurer and transferred the duties of Treasurer to the existing position of Director of Finance as the County's professional Chief Fiscal Officer in Cortland County effective December 31, 2023. Said Local Law was duly passed by the Cortland County Legislature on June 23, 2022 subject to mandatory referendum and received the affirmative vote of a majority of the qualified electors voting thereon at the general election held on November 8, 2022.

The Cortland County Legislature finds that it is in the public interest to establish the Cortland

County Finance Department. It is not the purpose or intent of the Cortland County Legislature in the adoption of this local law to curtail, diminish, transfer or divest the Legislature of Cortland County of any of its functions, powers or duties.

SECTION 2. Creation of Department

There is hereby created within the County of Cortland a Department of Finance, the head of which shall be the Director of Finance, effective December 31, 2023.

SECTION 3. Powers and Duties

The Director of Finance shall be responsible for the administration of the Finance Department, financial analysis and support to the County Administrator and/or the County Legislature, and shall have general superintendence over the fiscal affairs of the County. In accordance with Local Law 10 of the year 2022, the Director of Finance shall perform the duties prescribed by law as the Chief Fiscal Officer of the County of Cortland, shall perform such additional and related duties as may be prescribed by law and directed by the Legislature, and shall be in accordance with the Civil Service job description for Director of Finance.

The Director of Finance shall have the power to appoint such personnel within the Finance Department as may be authorized by the County Legislature.

SECTION 4. No Divestiture of Powers and Duties of Legislature or Administrator

Nothing contained in this local law shall operate or be construed to divest the County Legislature of Cortland County of any of its functions, powers and duties. Nothing contained in this local law shall operate or be construed to divest the County Administrator of any of his/her/their functions, powers and duties.

SECTION 5. Severability of Provisions

If any clause, sentence, paragraph, subdivision, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree, or order shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree or order have been rendered.

SECTION 6. Conflict with Previous Local Laws and Resolutions

In the event of a conflict or inconsistency between this local law and any previous local law or resolution of the County Legislature, this local law shall govern.

SECTION 7: Effective Date

This local law shall take effect when all applicable statutory requirements for its passage and adoption have been complied with fully and it has been duly filed as provided by the Municipal Home Rule Law.

AGENDA ITEM NO. 2 – Adopt Local Law "L" of 2023 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "L" of 2023 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date, AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required, NOW THEREFORE BE IT

RESOLVED, that Local Law "L" for the year 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, AND BE IT FURTHER

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted, NOW THEREFORE

BE IT ENACTED by the Legislature of the County of Cortland, as follows:

SECTION 1.

LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously adopted pursuant to the amended Grade and Step Schedule for Management Confidential Employees through Cortland County Local Laws.

SECTION II.

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County Law §201, as the salary of any officer elected or appointed for a fixed term may only be increased by local law subject to permissive referendum as provided for in Municipal Home Rule Law §24(2)(h).

SECTION III.

The same rate of annual salary increase for fiscal year 2024 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted

and paid over the balance of the 2024 calendar year, upon the effective date of this local law.

This Local Law shall function to increase the salary of the following officers elected or appointed for a fixed term, during their term of office:

Elected officers include:

County Clerk
County Coroner(s)
County Sheriff

Officers appointed for a fixed term include:

Clerk of the Legislature
County Attorney
Public Defender
Veteran's Services Officer
Commissioner of Social Services
Highway Superintendent
Personnel Officer
Public Health Director
Real Property Tax Services Director

SECTION IV:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

AGENDA ITEM NO. 3 – Adopt Local Law "M" of 2023 - a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "M" of 2023 - a Local Law Setting the Salary of Cortland County Election Commissioners

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date, AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required, NOW THEREFORE BE IT

RESOLVED, that Local Law "M" for the year 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, AND BE IT FURTHER

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days

after the local law is adopted;

NOW, THEREFORE

BE IT ENACTED by the County Legislature of the County of Cortland as follows:

Section I:

Pursuant to Election Law §3-208, each Cortland County Election Commissioner shall receive an equal annual salary, to be fixed by the County Legislature.

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$55,315 to \$57,528 for fiscal year 2024 and paid over the balance of 2024 calendar year, upon the effective date of this local law.

Section III:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

AGENDA ITEM NO. 4 – Resolution Permitting the Execution of a Replacement Quit Claim Deed for the Conveyance of 3010 E. Freetown-Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Bearing Tax Map No. 111.00-02-01.000 - County Attorney's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/16/2023 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Heider, Stock, Wilson, Eccleston
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF STOCK

RESOLUTION NO.

Resolution Permitting the Execution of a Replacement Quit Claim Deed for the Conveyance of 3010 E. Freetown-Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Bearing Tax Map No. 111.00-02-01.000 - County Attorney's Office

WHEREAS, the Cortland County Treasurer conveyed the property located at 3010 E. Freetown-Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Tax Map No. 111.00-02-01.000, to Cortland County by deed dated February 9, 1996, which was recorded in the Cortland County Clerk's Office on February 15, 1996, as Instrument No. 1996-589, AND

WHEREAS, the property located at 3010 E. Freetown Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Tax Map No. 111.00-02-01.000, was listed as Parcel No. 4 in the Tax Foreclosure Auction held on June 5, 1996, AND

WHEREAS, the property located at 3010 E. Freetown Texas Valley Road, in the Town of Freetown, County of Cortland, and State of New York, Tax Map No. 111.00-02-01.000 was successfully purchased by Linda Bamberry at the Tax Foreclosure Auction held on June 5, 1996, for the amount of thirteen thousand two hundred dollars (\$13,200), AND

WHEREAS, the successful bidder, Linda Bamberry, has paid a ten percent (10%) deposit in the amount of one thousand two hundred dollars (\$1,200) and a ten percent (10%) Buyer's Premium in the amount of one thousand two hundred dollars (\$1,200), for a total of two thousand four hundred dollars (\$2,400), on June 5, 1996, AND

WHEREAS, the successful bidder, Linda Bamberry, signed a Purchase Agreement, on or about June 5, 1996, whereas it was stated that the transfer is to be completed at the office of the County Attorney, 60 Central Avenue, Cortland, New York, on or before July 5, 1996, or as soon thereafter as the deed can be delivered, AND

WHEREAS, on or about July 11, 1996, correspondence was mailed to the successful bidder, Linda Bamberry, notifying her that the deed to the parcel she had purchased was ready to be picked up and that she was responsible for filing the deed within the County Clerk's Office, AND

WHEREAS, the Deed conveying the property from the County of Cortland to Linda Bamberry was not properly filed within the County Clerk's Office and such deed has been misplaced, NOW THEREFORE BE IT

RESOLVED, that the County Administrator is hereby authorized to execute a replacement Quit Claim Deed, RP-5217, and TP-584, conveying the property from the County of Cortland to Linda Bamberry; the successful bidder, and to file the same with the Office of the Cortland County Clerk upon Linda Bamberry providing the County of Cortland with the necessary filing fees for proper recording of said deed and related transfer documents.

MONTHLY REPORTS

1. Monthly Activity Report October2023 - Board of Elections

RESULT:	COMPLETED
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2. October Weights and Measures Report

RESULT:	COMPLETED
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3. County Clerk Monthly Report for October 2023

RESULT:	COMPLETED
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4. Clerk of the Legislature Monthly FOIL Report

RESULT:	COMPLETED
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5. County Attorney Office Monthly Report

RESULT:	COMPLETED
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6. Vacancy Report November 2023

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 9:28 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

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Tuesday, October 17, 2023

9:00 AM

Room 302

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	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	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Michelle Brown	Cortland County, NY	Republican Election Commissioner	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Christopher Simser	Cortland County, NY	Chief Assistant County Attorney	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Sharon MacDougall	Cortland County, NY	Director of Community	Present	

Minutes Acceptance: Minutes of Oct 17, 2023 9:00 AM (MINUTES)

	NY	Services		
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Nicole Anjeski	Cortland County, NY	Director of Public Health	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Ediie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Sep 19, 2023 9:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Semi Annual Mortgage Tax Distribution - County Clerk

RESULT: **APPROVED [UNANIMOUS]**
Next: 10/17/2023 10:00 AM
MOVER: George Wagner, Committee Member
SECONDER: Sandra Price, Committee Member
AYES: Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Semi Annual Mortgage Tax Distribution - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2023-September 30, 2023, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage tax between the towns and villages, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorize the County Treasurer to make payments to each of the tax districts within the County of Cortland as shown below, either by check or by electronic bank deposit based on the request of the receiving municipality.

Cortland, City of		\$4,746.73
Cincinnatus, Town of		\$126,463.70
Cortlandville, Town of		\$65,300.31
	McGraw, Village of	\$1,838.21
	Homer, Village of	\$185.20
Cuyler, Town of		\$1,879.28
Freetown, Town of		\$5,080.24

Harford, Town of		\$6,325.80
	Homer, Town of	\$23,112.93
	Homer Village of	\$17,463.18
Lapeer, Town of		\$6,287.74
Marathon, Town of		\$9,658.28
Marathon, Village of		\$5,249.51
Preble, Town of		\$6,910.36
Scott, Town of		\$3,827.07
Solon, Town of		\$5,714.92
Taylor, Town of		\$2,546.78
Truxton, Town of		\$9,810.14
Virgil, Town of		\$17,729.46
Willet, Town of		\$931.08
	TOTAL	\$321,060.92

AGENDA ITEM NO. 2 – Appoint Republican Election Commissioner

RESULT: APPROVED [UNANIMOUS]

Next: 10/26/2023 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: George Wagner, Committee Member

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

ON MOTION OF STOCK

RESOLUTION NO.

Appoint Republican Election Commissioner

WHEREAS, the term of duly appointed Cortland County Republican Election Commissioner Michelle Brown expires December 31, 2023, AND

WHEREAS, the Cortland County Republican Committee has submitted a certification endorsing the appointment of Michelle S. Brown as the Cortland County Republican Election Commissioner, NOW THEREFORE BE IT

RESOLVED, that Michelle S. Brown, 16 Frank Street, Cortland, New York 13045, is hereby appointed as the Cortland County Republican Election Commissioner for a term beginning January 1, 2024 through December 31, 2027.

AGENDA ITEM NO. 3 – Authorize Changes to Management Plan

Mr. Heider MADE A MOTION TO AMEND the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees, Section II (B)(1) to include the Chair of the Legislature for approval of hiring above Step 1; Mr. Eccleston SECONDED THE MOTION TO AMEND, and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT: APPROVED [UNANIMOUS]

Next: 10/26/2023 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

Authorize Changes to Management Plan

WHEREAS, the Management Compensation Review Committee has reviewed the Employment Policy Manual for Departments Heads, Management Employees and Management/Confidential Employees, AND

WHEREAS, the committee has identified many amendments which are necessary to provide Management employees with benefits that are at least equal to union employees' benefits, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees as attached effective January 1, 2024.

AGENDA ITEM NO. 4 – Increase Annual Legislative Compensation - Cortland County Legislature

RESULT: **APPROVED [4 TO 3]**

Next: 10/17/2023 10:00 AM

MOVER: Paul Heider, Committee Member

SECONDER: Mitchel Eccleston, Committee Member

AYES: Sandra Price, Kelly L. Fairchild-Preston, Paul Heider, Richard Stock

NAYS: George Wagner, Susan Wilson, Mitchel Eccleston

Increase Annual Legislative Compensation - Cortland County Legislature

WHEREAS, the Cortland County Legislature is currently paid \$10,000 per year, per Legislator, with the Chairman receiving \$19,000 and the Majority and Minority Leaders receiving \$10,500, AND

WHEREAS, the above salary has remained the same for eight (8) years (2015 was raised from \$6,000 to \$10,000), AND

WHEREAS, the Cortland County Legislature's Government Operation Committee recommends an increase in salary for Legislators beginning in 2024, AND

WHEREAS, the County Administrator, as Budget Officer, included a Legislative salary of \$12,000 per legislator, \$21,000 for the Chair of the Legislature and \$12,500 for Majority and Minority Leaders in the 2024 budget, AND

WHEREAS, a public hearing upon the 2024 Tentative Budget was held on October 26, 2023 at 6:00 p.m., AND

WHEREAS, the notice for said public hearing included a statement of the Legislative salaries contained in the 2024 budget, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2024 the annual Legislative salary be and hereby is \$12,000 per legislator, \$21,000 for the Chair of the Legislature and \$12,500 for the Majority and Minority Leaders.

AGENDA ITEM NO. 5 – Adopt of Rules of Order - Cortland County Legislature

RESULT: APPROVED [UNANIMOUS]

Next: 10/26/2023 6:00 PM

MOVER: Sandra Price, Committee Member

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

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

ON MOTION OF STOCK

RESOLUTION NO.

Adopt of Rules of Order - Cortland County Legislature

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

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

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

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

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

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

RESOLVED, that Article 7 (A) be and hereby is removed and replaced with the following:

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

The Committee shall oversee:

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

, AND BE IT FURTHER

RESOLVED, that this resolution and changes to the Cortland County Legislature’s Rules of Order shall take effect January 1, 2024.

MONTHLY REPORTS

1. Monthly Report September 2023 - Board of Elections

RESULT:	COMPLETED
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2. Weights and Measures Report September 2023

RESULT:	COMPLETED
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3. Clerk of the Legislature Monthly FOIL Report

RESULT:	COMPLETED
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4. County Attorney Office Monthly Report

RESULT:	COMPLETED
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5. County Clerk Monthly Report

RESULT:	COMPLETED
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6. October 2023 Vacancy Report

RESULT:	COMPLETED
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EXECUTIVE SESSION

It was MOVED by Mr. Heider, seconded by Ms. Preston, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding current litigation. MOTION CARRIED.

An executive session was held from 10:16 a.m. to 10:30 a.m., at which time on motion of Mr. Wagner, seconded by Ms. Preston, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 10:30 AM

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortland-co.org/182/elections

Democratic Commissioner

Thomas H. Brown

607-753-5033

tbrown@cortland-co.org

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortland-co.org



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortland-co.org

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortland-co.org

MONTHLY REPORT – October 2023

Voter Registrations/Records:

New	Address	Party	Name	IA/Purge/Other	Duplicates	Incomplete	DOH	OCA	TOTAL
402	218	46	15	13	0	43	27	2	766

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
471	218	0	21	40	23	773

FOIL Requests:

Received	In process	Completed
45	0	45

- Issued 84 GE23 Absentee ballots bringing the total to 789. Received a total of 301 Absentee ballots.
- Issued 12 VI23 Absentee ballots bringing the total to 117. Received a total of 49 Absentee ballots.
- Deployed 25 Voting machines to the various polling sites in the County.
- Transformed our voting machine warehouse into the Early Voting poll site for the County.
- Notified 187 poll workers of their assigned work place.

Weights and Measures
For October 2023
Government Operations Committee

I had several meetings with our local cannabis grower / processor. The meetings went very well and it was helpful for both sides. I explained how Weights and Measures does package checking and we discussed labeling requirements that our regulations require for any commodities sold. The Office of Cannabis Management has additional laws for labeling that they will enforce. We also talked about package size and scale requirements as well as frequency of testing of scales. Many of the requirements have not been set in regulation yet. Our normal frequency for testing scales is once per year. Future requirements for cannabis might require testing more frequent. Weights and Measures can only charge for the inspection once per year. Should cannabis scales be required to be tested more often by regulation we will need to see if we can charge a fee more than one time a year.

The Director of Weights and Measures from Albany got back with me about our concerns with the getting candidates that meet the State requirements. They commented that this is a common theme in civil service but they were not ready to lower standards at this time.

I collected petroleum samples for the New York State Petroleum program and Inspected 3 large vehicle scales and 3 milk bulk tanks.

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

County Clerk Monthly Report:October 2022

	Jan-October 27,2023		
	<u>YTD 2021</u>	<u>YTD 2022*</u>	<u>YTD 2023**</u>
Clerk Fees	412,683.83	395,409.52	354,730.01
DMV Fees	323,652.47	278,634.15	308,834.97
User Fee	246,574.66	157,370.22	240,699.47
Internet Fee	19,905.27	10,437.95	20,474.47
Local Mtg Tax	372,716.03	398,857.93	325,131.62
DWI Fines	6,675.24	6,002.77	2,995.00
Mtg Tax Exp	57,699.70	57,699.70	57,699.70
TOTAL	1,439,907.20	1,271,412.24	1,310,565.24
% OF Est Rev	97.68%	85.48%	86%
Est Rev	1,474,216.00	1,487,516.00	1,534,316.00
Actual Rev	1,705,470.00	1,615,933.68	TBD

NYSACC Conference in Clifton Park to set legislative agenda

Will address NYS Assoc of DAs in regards to records retention/disposition

LGRAC Meeting by zoom

Annual Records Advisory Committee mtg set for 11/16/23 at 2pm

Visited Auburn prison to see the making of license plates

* These values are only for revenue collected through 10/21/22

** These values are only for revenue collected through 10/27/23

Requests by Month

Run Date: 11/02/2023 3:16 PM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
10/2/2023	Sheriff Department Request	Yes	10/22/2023	S000604-100223
10/2/2023	Sheriff Department Request	Yes	10/25/2023	S000605-100223
10/2/2023	Sheriff Department Request	Yes	10/25/2023	S000606-100223
10/2/2023	Sheriff Department Request	Yes	10/25/2023	S000607-100223
10/2/2023	Sheriff Department Request	Yes	10/25/2023	S000608-100223
10/2/2023	Sheriff Department Request	Yes	10/11/2023	S000609-100223
10/2/2023	Sheriff Department Request	Yes	10/11/2023	S000610-100223
10/2/2023	Sheriff Department Request	Yes	10/25/2023	S000611-100223
10/2/2023	Sheriff Department Request	Yes	10/25/2023	S000612-100223
10/3/2023	Sheriff Department Request	Yes	10/25/2023	S000613-100323
10/3/2023	Sheriff Department Request	Yes	10/25/2023	S000614-100323
10/3/2023	Sheriff Department Request	Yes	10/25/2023	S000615-100323
10/4/2023	Sheriff Department Request	No		S000616-100423
10/5/2023	Sheriff Department Request	Yes	10/30/2023	S000617-100523
10/5/2023	Sheriff Department Request	Yes	10/29/2023	S000618-100523
10/5/2023	County FOIL Request	Yes	10/12/2023	R000250-100523
10/5/2023	County FOIL Request	No		R000251-100523
10/6/2023	Sheriff Department Request	Yes	10/29/2023	S000619-100623
10/6/2023	Sheriff Department Request	Yes	10/29/2023	S000620-100623
10/6/2023	Sheriff Department Request	Yes	10/29/2023	S000621-100623
10/6/2023	Sheriff Department Request	Yes	10/22/2023	S000622-100623
10/10/2023	County FOIL Request	No		R000252-101023
10/10/2023	Sheriff Department Request	Yes	10/29/2023	S000623-101023
10/10/2023	Sheriff Department Request	Yes	10/22/2023	S000624-101023
10/10/2023	Sheriff Department Request	Yes	10/22/2023	S000625-101023
10/10/2023	Sheriff Department Request	Yes	10/15/2023	S000626-101023
10/11/2023	County FOIL Request	No		R000253-101123
10/11/2023	Sheriff Department Request	Yes	10/29/2023	S000627-101123
10/12/2023	County FOIL Request	No		R000254-101223
10/13/2023	Sheriff Department Request	Yes	10/29/2023	S000628-101323
10/16/2023	Sheriff Department Request	Yes	10/22/2023	S000629-101623
10/16/2023	Sheriff Department Request	No		S000630-101623
10/16/2023	County FOIL Request	No		R000255-101623
10/17/2023	County FOIL Request	No		R000256-101723
10/17/2023	Sheriff Department Request	Yes	10/22/2023	S000631-101723
10/17/2023	Sheriff Department Request	Yes	10/22/2023	S000632-101723
10/17/2023	Sheriff Department Request	Yes	10/22/2023	S000633-101723
10/17/2023	Sheriff Department Request	Yes	10/22/2023	S000634-101723
10/17/2023	Sheriff Department Request	Yes	10/22/2023	S000635-101723
10/17/2023	Sheriff Department Request	Yes	10/22/2023	S000636-101723
10/17/2023	Sheriff Department Request	No		S000637-101723
10/17/2023	County FOIL Request	No		R000257-101723
10/18/2023	Sheriff Department Request	Yes	10/18/2023	S000638-101823
10/18/2023	County FOIL Request	No		R000258-101823
10/19/2023	County FOIL Request	No		R000259-101923

Attachment: Clerk of the Legislature Monthly FOIL Report (11803 : Clerk of the Legislature Monthly FOIL Report)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
10/20/2023	Sheriff Department Request	Yes	10/22/2023	S000639-102023
10/20/2023	Sheriff Department Request	Yes	10/22/2023	S000640-102023
10/20/2023	Sheriff Department Request	Yes	10/22/2023	S000641-102023
10/20/2023	Sheriff Department Request	Yes	10/22/2023	S000642-102023
10/20/2023	County FOIL Request	No		R000260-102023
10/22/2023	Sheriff Department Request	Yes	10/22/2023	S000643-102223
10/23/2023	Sheriff Department Request	Yes	10/29/2023	S000644-102323
10/23/2023	Sheriff Department Request	Yes	10/29/2023	S000645-102323
10/23/2023	Sheriff Department Request	Yes	10/29/2023	S000646-102323
10/24/2023	County FOIL Request	No		R000261-102423
10/24/2023	Sheriff Department Request	Yes	10/29/2023	S000647-102423
10/24/2023	Sheriff Department Request	Yes	10/29/2023	S000648-102423
10/24/2023	Sheriff Department Request	Yes	10/29/2023	S000649-102423
10/25/2023	Sheriff Department Request	Yes	10/29/2023	S000650-102523
10/26/2023	Sheriff Department Request	Yes	10/29/2023	S000651-102623
10/26/2023	County FOIL Request	No		R000262-102623
10/27/2023	Sheriff Department Request	Yes	10/29/2023	S000652-102723
10/27/2023	Sheriff Department Request	Yes	10/29/2023	S000653-102723
10/27/2023	Sheriff Department Request	Yes	10/29/2023	S000654-102723
10/29/2023	Sheriff Department Request	Yes	10/29/2023	S000655-102923
10/30/2023	County FOIL Request	No		R000263-103023
10/30/2023	County FOIL Request	No		R000264-103023
10/30/2023	Sheriff Department Request	No		S000656-103023
10/30/2023	Sheriff Department Request	No		S000657-103023

Attachment: Clerk of the Legislature Monthly FOIL Report (11803 : Clerk of the Legislature Monthly FOIL Report)



OFFICE OF THE CORTLAND COUNTY ATTORNEY

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

Victoria J. Monty
County Attorney

Christopher I. Simser, Sr.
Chief Assistant County Attorney

Jeri A. DuVall
Assistant County Attorney

Nicole M. Compton
Secretary

MONTHLY REPORT – Dated October 30, 2023

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2023	2022	2021	2020	2019
\$25,483.77	\$151,289.00	\$0.00	\$0.00	\$4,348.13

INSURANCE RECOVERIES & SETTLEMENTS

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

FINES COLLECTED:

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

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
28	281	371	307	359	360

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
11	83	92	126	144	143

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

Type	YTD 2023	2022	2021	2020	2019
JD	11	12	17	21	22
JD - RTA*	6	4	3	8	13
PINS	12	9	4	4	15
Probation Violations - Support	7	10	3	5	6

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

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

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

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
5	56	49	21	65	87

POSITION VACANCY REPORT

As of November 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Age Well Center Manager Grade 10/\$18.8329-\$23.8377	Aging	Removal	8/11/2023	8/15/2023	8/15/2023	8/15/2023	10/2/2023	Makayla Eaton	
Aging Services Specialist Grade 15/\$22.1643-\$28.0544	Aging	Promotion	9/18/2023	9/6/2023	9/6/2023	9/6/2023	10/2/2023	Sergio Stacconi	
Aging Services Specialist Grade 15/\$22.1643-\$28.0544	Aging	Resignation	11/3/2023	10/18/2023	10/18/2023	10/18/2023	Posted/Cert		
Case Manager for Indigent Defendants Grade 14/\$21.4282-\$27.1251	Assigned Counsel	Resignation	8/16/2023	8/24/2023	8/24/2023	8/24/2023	Posted		Grant Funded
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Promotion	7/24/2023	7/10/2023	7/10/2023	7/10/2023	10/2/2023	Ben Wilbur	
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Resignation	9/26/2023	9/5/2023	9/5/2023	9/5/2023	10/30/2023	Edward Underwood	
Senior Cleaner Grade 7/\$17.1917-\$21.7603	Buildings and Grounds	Retirement	9/29/2023	9/13/2023	9/14/2023	9/15/2023	Posted		
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Resignation	10/2/2023	9/18/2023	9/18/2023	9/18/2023	10/16/2023	Mikel Withers	
Community Outreach Educator Grade 12/\$20.0654-\$25.3977	CAC	Resignation	9/18/2023	9/6/2023	9/6/2023	9/6/2023	10/23/2023	Olivia Raymond	Grant Funded
Paralegal Grade 6H/\$23.4869-\$31.2611	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Posted		*
Senior Index Clerk Grade 8/\$17.7082-\$22.4141	County Clerk	Removal	4/10/2023	4/3/2023	4/3/2023	4/3/2023	10/2/2023	Melinda Braman	
Motor Vehicle Clerk Grade 9/\$18.2559-\$23.1072	County Clerk/DMV	Promotion	9/14/2023	9/14/2023	9/14/2023	9/15/2023	10/2/2023	Mariah Storey	
Information Processing Clerk Grade 8/\$17.7082-\$20.4141	District Attorney	Removal	6/21/2023	6/30/2023	6/30/2023	6/30/2023	Posted		
Assistant District Attorney Grade 6/\$73,873-\$98,324	District Attorney	Promotion	9/18/2023	9/28/2023	9/28/2023	9/28/2023	Posted		
Caseworker (Unfunded) Grade 18/\$24.5868-\$31.1205	DSS	Removal	2/12/2020	10/12/2023	10/13/2023	10/16/2023	Posted		
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Promotion	5/22/2023	5/1/2023	5/1/2023	5/1/2023	Posted		Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Promotion	6/2/2023	5/16/2023	5/16/2023	5/16/2023	Posted		Grant Funded

Attachment: November 2023 (11782 : Vacancy Report November 2023)

POSITION VACANCY REPORT

As of November 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Support Investigator Grade 12/\$20.0654-\$25.3977	DSS	Removal	7/23/2023	7/21/2023	7/21/2023	7/25/2023	10/10/2023	Daisy Allen	Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Reinstatement	7/24/2023	7/10/2023	7/12/2023	7/13/2023	Posted		
Social Welfare Examiner Trainee Grade 10/\$18.8329-\$23.8377	DSS	Resignation	9/1/2023	8/21/2023	8/21/2023	8/21/2023	10/30/2023	Lori Rush	Grant Funded
Support Investigator Grade 12/\$20.0654-\$25.3977	DSS	Resignation	9/8/2023	9/1/2023	9/1/2023	9/1/2023	Posted		
Case Aide (PT) Grade 8/\$17.7082-\$22.4141	DSS	Resignation	9/28/2023	9/14/2023	9/15/2023	9/15/2023	Posted		Grant Funded
Senior Case Aide Grade 10/\$18.8529-\$23.8377	DSS	Resignation	9/28/2023	9/28/2023	9/28/2023	9/28/2023	10/16/2023	Janet Twomey	Grant Funded
Support Investigator Grade 12/\$20.0654-\$25.3977	DSS	Removal	10/5/2023	9/28/2023	9/28/2023	9/28/2023	Posted		Grant Funded
Social Welfare Examiner Trainee Grade 10/\$18.8329-\$23.8377	DSS	Resignation	10/15/2023	9/29/2023	10/3/2023	10/3/2023	Posted		Grant Funded
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Promotion	10/20/2023	9/7/2023	9/7/2023	9/7/2023	Posted		Grant Funded
Senior Case Aide Grade 10/\$18.8529-\$23.8377	DSS	Promotion	10/20/2023	9/12/2023	9/12/2023	9/13/2023	Posted		Grant Funded
Caseworker Grade 18/\$24.5868-\$31.1205	DSS	Resignation	11/3/2023	10/23/2023	10/24/2023	10/24/2023	Posted		Grant Funded
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Promotion	11/17/2023	10/20/2023	10/24/2023	10/24/2023	Posted		Grant Funded
Community Service Worker Grade 5/\$16.2237-\$20.5351/hr	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	10/23/2023	Patricia Pittsley	
Community Service Worker Grade 5/\$16.2237-\$20.5351/hr	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	Posted		
Community Service Worker Grade 5/\$16.2237-\$20.5351/hr	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	Posted		
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020	Posted		Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Employment & Training	Retirement	9/29/2023	9/11/2023	9/11/2023	9/11/2023	Posted		

Attachment: November 2023 (11782 : Vacancy Report November 2023)

POSITION VACANCY REPORT

As of November 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Senior Dispatcher Grade 8/\$25.0106-\$34.1584	ERAC	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam File		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	8/24/2023	8/29/2023	8/29/2023	8/29/2023	10/2/2023	Rachel Stanley	
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	9/14/2023	9/15/2023	9/15/2023	9/15/2023	Posted		
Deputy Director of Finance Grade 6/\$73,873-\$98,324	Finance	New Postion	9/29/2023	9/28/2023	9/28/2023	9/28/2023	Posted		
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 Fellow Grade 16/\$22.9307-\$29.0244/hr	Health	Resignation	8/14/2023	8/4/2023	8/4/2023	8/7/2023	10/2/2023	Brooke D'Agostino	
Public Health Fellow Grade 16/\$22.9307-\$29.0244/hr	Health	Resignation	8/31/2023	8/24/2023	8/24/2023	8/24/2023	10/3/2023	Alanna Powell	
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	8/11/2022	8/12/2022	8/12/2022	8/12/2022	10/2/2023	William McCann	Grant Funded
Motor Equipment Operator Trainee Grade 11 \$19.4349/hr / Motor Equipment Operator	Highway	Promotion	5/8/2023	6/5/2023	7/12/2023	7/12/2023	10/10/2023	Gary Billings	
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9024	Highway	Resignation	5/25/2023	6/2/2023	6/2/2023	6/5/2023	Posted		Grant Funded
Parts Chaser Grade 5/\$16.2237-\$20.5351/hr	Highway	Removal	7/25/2023	7/19/2023	7/19/2023	7/19/2023	10/2/2023	Jesse Vyskocil	
Motor Equipment Operator Trainee Grade 11 \$19.4349/hr / Motor Equipment Operator	Highway	Resignation	8/18/2023	8/10/2023	8/14/2023	8/14/2023	10/30/2023		
Highway Construction Mechanic Grade 16/\$22.0488-\$27.9023	Highway	Lateral Move	9/11/2023	9/6/2023	9/6/2023	9/6/2023	10/2/2023	Nicholas Bolson	
Heavy Equipment Maintenance Mechanic Grade 18/\$23.6411-\$29.9174	Highway	Retirement	9/29/2023	9/21/2023	9/22/2023	9/22/2023	Posted		
Heavy Equipment Operator-Recycling Grade 16/\$22.0488-\$27.9023	Highway - Recycling	Resignation	9/29/2023	9/20/2023	9/20/2023	9/21/2023	Posted		
Network Technician Grade 18/\$24.5868-\$31.1265	IT	Resignation	6/9/2023	6/12/2023	6/12/2023	6/12/2023	Posted		
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		*

Attachment: November 2023 (11782 : Vacancy Report November 2023)

POSITION VACANCY REPORT

As of November 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Resignation	6/29/2023	5/10/2023	5/10/2023	5/10/2023	Posted		
Peer Specialist Grade 9/\$18.2559-\$23.1072	Mental Health	Resignation	8/23/2023	8/9/2023	8/9/2023	8/9/2023	Posted		
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Grant Administrator Grade 10/\$55,315-\$75,625	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Exam Files		*
Mobility Coordinator Grade 17/\$23.7382-\$30.0465	Planning	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	Exam Files		
Fiscal Officer Grade 7/\$23.7382-\$30.0465	Planning	Retirement	9/15/2023	8/16/2023	8/16/2023	8/16/2023	Posted		
Probation Officer Grade 18 \$24.5868-\$31.1205/ Probation Officer Trainee	Probation	Retirement	10/9/2023	10/11/2023	10/12/2023	10/12/2023	Posted		
Public Defender Grade 3/\$91,771-\$122,148	Public Defender	Resignation	6/9/2023	5/18/2023	5/18/2023	5/18/2023	Posted		
Client Liaison Specialist Grade 7/\$17.1917-\$21.7603	Public Defender	Promotion	8/4/2023	8/25/2023	8/25/2023	8/25/2023	Posted		Grant Funded
Assistant Public Defender Grade 6/\$73,873-\$98,324	Public Defender	Resignation	8/31/2023	9/28/2023	9/28/2023	9/28/2023	Posted		Grant Funded
PT Jail Cook (12 hrs) Grade 2 \$17.4089-\$23.1381	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.4089-\$23.1381	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	9/29/2023	James Cochran	*
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	10/2/2023	Nathaniel Borst	*
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	10/11/2023	Karissa Wilbur	*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	10/16/2023	David Wetherell	*
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	10/30/2023	Melissa Wilk	*
Keyboard Specialist Grade 5/\$16.2237-\$20.5351	Sheriff	New	8/26/2022	8/25/2022	Approved by Resolution	8/25/2022	10/23/2023	Jane O'Brien	*

Attachment: November 2023 (11782 : Vacancy Report November 2023)

POSITION VACANCY REPORT

As of November 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer Grade 1 \$22.0637-\$36.4209	Sheriff	Resignation	9/30/2022	9/22/2022	9/22/2022	9/22/2022	Exam File apps/Posted		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	New 2023	1/1/2023	11/29/2022	11/30/2022	11/30/2022	Exam File Apps		*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	1/18/2023	1/6/2023	1/6/2023	1/9/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Resignation	1/27/2023	2/6/2023	2/7/2023	2/7/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	3/29/2023	3/21/2023	3/21/2023	3/22/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	3/31/2023	4/3/2023	4/3/2023	4/3/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Resignation	4/6/2023	4/6/2023	4/17/2023	4/17/2023	Exam File apps/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Resignation	4/6/2023	4/11/2023	4/17/2023	4/17/2023	Exam File Apps		
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Retirement	4/7/2023	3/21/2023	3/21/2023	3/22/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	4/13/2023	3/21/2023	3/21/2023	3/22/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Exam File apps/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0973	Sheriff	Promotion	6/20/2023	6/26/2023	6/26/2023	6/26/2023	exam file apps		
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	6/22/2023	6/26/2023	6/26/2023	6/26/2023	Exam File apps/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	7/10/2023	7/6/2023	7/7/2023	7/25/2023	Exam File apps/Posted		
Undersheriff Grade 4/\$85,369-\$113,625/yr	Sheriff	Retirement	7/27/2023	7/12/2023	7/24/2023	7/25/2023	N/A		
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	8/7/2023	8/9/2023	8/9/2023	8/9/2023	Exam File apps/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Retirement	9/14/2023	8/28/2023	8/29/2023	8/29/2023	exam file apps		

Attachment: November 2023 (11782 : Vacancy Report November 2023)

POSITION VACANCY REPORT

As of November 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Resignation	9/14/2023	8/28/2023	8/29/2023	8/29/2023	Exam File apps/Posted		
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Sheriff	Resignation	9/18/2023	9/7/2023	9/11/2023	9/15/2023	Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Promotion	9/19/2023	9/19/2023	9/20/2023	9/20/2023	Exam Files Apps		
Cook Grade 2/\$17.4089-\$23.1381	Sheriff	Promotion	9/28/2023	8/15/2023	8/15/2023	8/15/2023	10/10/2023	Roy Schoener	
Senior Cook Grade 4/\$22.0767-\$29.3419	Sheriff	Retirement	9/28/2023	8/15/2023	8/15/2023	8/15/2023	9/29/2023	Kodie Angle	
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0973	Sheriff	Resignation	10/19/2023	10/20/2023	10/23/2023	10/23/2023	exam file apps		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Resignation	11/2/2023	10/20/2023	10/23/2023	10/23/2023	exam file apps		

Attachment: November 2023 (11782 : Vacancy Report November 2023)

POSITION VACANCY REPORT**As of November 1, 2023**

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding

Attachment: November 2023 (11782 : Vacancy Report November 2023)

POSITION VACANCY REPORT**As of November 1, 2023**

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding

Attachment: November 2023 (11782 : Vacancy Report November 2023)

VACANCIES FILLED IN OCTOBER 2023

Department	Title	Date Filled
Aging	Age Well Center Manager	10/2/2023
	Aging Services Coordinator	10/2/2023
Buildings and Grounds	Custodian	10/30/2023
	Custodian	10/2/2023
	Custodian	10/16/2023
DSS – Child Advocacy Center	Community Outreach Educator	10/23/2023
County Clerk	Senior Index Clerk	10/2/2023
	Motor Vehicle Clerk	10/2/2023
DSS	Support Investigator	10/10/2023
	Social Welfare Examiner Trainee	10/30/2023
	Senior Case Aide	10/16/2023
ERAC	Dispatcher	10/2/2023
Health	Public Health Fellow	10/2/2023
	Public Health Fellow	10/3/2023
Highway	Heavy Equipment Operator	10/2/2023
	Motor Equipment Operator Trainee	10/10/2023
	Parts Chaser	10/2/2023
	Motor Equipment Operator Trainee	10/30/2023
	Highway Construction Mechanic	10/2/2023
Sheriff	Correction Officer	10/2/2023
	Correction Officer	10/11/2023
	Correction Officer	10/16/2023
	Correction Officer	10/30/2023
	Keyboard Specialist	10/23/2023
	Cook	10/10/2023

Attachment: Vacancies Filled Nov 2023 (11782 : Vacancy Report November 2023)

NEW VACANCIES THAT OCCURRED IN OCTOBER 2023

Department	Title	Date of Vacancy
Buildings and Grounds	Custodian	10/2/2023
DSS	Support Investigator	10/5/2023
	Social Welfare Examiner Trainee	10/15/2023
	Case Aide	10/20/2023
	Senior Case Aide	10/20/2023
Probation	Probation Officer	10/9/2023
Sheriff	County Police Officer (Deputy Sheriff)	10/19/2023