



**Cortland County Health &
Human Services
Committee
Committee Meeting
~ Minutes ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Thursday, November 6, 2025

11:00 AM

Room 302

Call to Order

The meeting was called to order at 11:00 AM by the Chair of the Committee Ronald J. Van Dee.

Roll Call

PRESENT:	Legislator Douglas Bentley, Legislator Reed Cleland, Legislator William McGovern, Legislator Christopher Newell, Legislator Jason Prentice, Legislator Ronald VanDee, Deputy Clerk of the Legislature Ashley Millard, Director of Veterans Services Thomas Tedesco, Director of Community Services Patricia Schaap, Child Advocacy Center Director Kristen Beard, Department of Social Services Kristen Monroe, Workforce Development Board Director Amy Buggs, Office for Aging Director Amber Giamei, Sr. Health Educator Jennifer Hamilton, Health Department Director Nicole Anjeski, County Administrator Michael Ponticiello, Remote: County Attorney Executive Assistant Nicole Compton, Finance Director Andrea Herzog, Education & Training Director Shannon Phillips, Grants Administrator Morgan Spaulding
ABSENT:	
EXCUSED:	Legislator Keith VanGorder

Approval of Minutes

1. Health & Human Services Committee - Committee Meeting October 9, 2025 11:00 AM

RESULT:	APPROVED
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Resolutions

ON MOTION OF RONALD VAN DEE

AGENDA ITEM NO. 1.

Reappoint Member Cortland County Board of Health

WHEREAS, New York State Regulation requires that the County Legislature appoint at-large representative members of the Board of Health; AND

WHEREAS, the term of Bonni Hodges will expire on the Cortland County Board of Health on December 31, 2025; NOW THEREFORE BE IT

RESOLVED, that that Bonni C. Hodges, Ph.D., c/o SUNY Cortland, Health Department, 105 Moffett Center, PO Box 2000, Cortland, NY 13045 be and hereby is re-appointed to said Board for a six (6) year term beginning on January 1, 2026 and ending December 31, 2031.

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Christopher Newell
SECONDER:	Legislator Jason Prentice
AYES:	Douglas Bentley, Reed Cleland, William McGovern, Christopher Newell, Jason Prentice, Ronald VanDee
NAYS:	None
EXCUSED:	Keith VanGorder

ON MOTION OF RONALD VAN DEE

AGENDA ITEM NO. 2.

Amend 2025 Budget for Pre-K Tuition Costs and Early Intervention Escrow - Health Department

WHEREAS, Cortland County's Early Intervention and Pre-K Program, mandatory programs in which the County is required to pay for services to children with developmental disabilities, requires a budget amendment to the 2025 County budget to cover the increased costs of these services; AND

WHEREAS, due to the increase in the New York State (NYS) rate of tuition and an increase in children requiring higher needs and more services, our PRE-K budget accounts are projected to face a funding shortfall of approximately \$300,000 in the 2025 budget; AND

WHEREAS, due to the lack of funding received through NYS Covered Lives Law, which requires counties not to bill medical insurance for services, and the increase in the number of children receiving services, the Early Intervention (EI) Escrow account is projected to face a funding shortfall of approximately \$43,000 in the 2025 budget; AND

WHEREAS, the Health Department is able to increase PRE-K Medicaid revenue and reallocate expenses to cover these increases; NOW THEREFORE BE IT

RESOLVED, that the 2025 budget be and hereby is amended as follows:

Revenue:

		Increase	Revised Budget
A40465.41689.PREK	PREK MEDICAID REVENUE	\$200,000	\$700,000

Expense:

		Inc./(Dec.)	Revised Budget
A40465.54800.PREK	PROGRAM EXPENSE (TRANSPORTATION)	(\$100,000)	\$268,000
A40465.54445.PREK	PREK TUITION	\$300,000	\$2,300,000

A40595.54615.4052	CONTRACTED MED SVC	\$43,000	\$177,900
A40115.51005.4037	PERSONAL SERVICES	(\$20,000)	\$358,124
A40125.51010	PART TIME SERVICES	(\$8,000)	\$34,889
A40465.51010.PREK	PART TIME SERVICES	(\$15,000)	\$21,655

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Reed Cleland
SECONDER:	Legislator Christopher Newell
AYES:	Douglas Bentley, Reed Cleland, William McGovern, Christopher Newell, Jason Prentice, Ronald VanDee
NAYS:	None
EXCUSED:	Keith VanGorder

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 3.

Authorize Agreement with SUNY Cortland for 2026 High School Opportunity Fair in April 2026

WHEREAS, Cortland County Employment & Training (E&T) Grant Administration/Workforce Development Department desires to enter into an agreement with SUNY Cortland to use a space on their campus for the upcoming High School Job Opportunity Fair on April 28, 2026; AND

WHEREAS, the college is a partner with this department and is offering the use of their space for this event and there may be a nominal fee associated with the use of this space; AND

WHEREAS, the Cortland County Workforce Development - Grant Administration Department is willing to pay the fee if requested from Account No. A62935.54048.ARP; AND

WHEREAS, this agreement may stay in effect until April 30, 2026, unless otherwise terminated;
NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute agreements with SUNY Cortland for the 2026 High School Job Opportunity Fair.

RESULT:	APPROVED (6 TO 0)
MOVER:	Legislator Jason Prentice
SECONDER:	Legislator Reed Cleland
AYES:	Douglas Bentley, Reed Cleland, William McGovern, Christopher Newell, Jason Prentice, Ronald VanDee
NAYS:	None
EXCUSED:	Keith VanGorder

Discussion Items

Monthly Reports

1. Health Department Monthly Report

RESULT:	COMPLETED
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2. Department of Social Services Quarterly Statistics

RESULT:	COMPLETED
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Adjournment

11:51 AM



Health & Human Services Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Minutes ~

Thursday, October 9, 2025

11:00 AM

Room 302

Call to Order

The meeting was called to order at 11:00 AM by Committee Chair Ronald J. Van Dee

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Reed Cleland	Cortland County	Committee Member	Present	
William McGovern	Cortland County	Committee Member	Present	
Christopher Newell	Cortland County	Committee Member	Present	
Jason Prentice	Cortland County	Committee Member	Present	
Keith VanGorder	Cortland County	Committee Vice-Chair	Present	
Ronald J. Van Dee	Cortland County	Committee Chair	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Present	
Kristen Monroe	Cortland County	Commissioner of Social Services	Present	
Lisa Perfetti	Cortland County	Deputy Public Health Director	Present	
Patty Schaap	Cortland County	Director of Community Services	Present	
Chris Driscoll	Cortland County	Deputy Director of Community Services	Present	
Rebecca Main	Cortland County	Public Health Program Manager	Present	
Amber Giamei	Cortland County	Director of Area Agency on Aging	Present	
Amy Buggs	Cortland County	Workforce Development Director	Present	
Nicole Anjeski	Cortland County	Public Health Director	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Wendy Canfield	Cortland County	Executive Assistant to the County Administrator	Present	
Sandra Price	Cortland County	Legislator	Present	
Michael Ponticiello	Cortland County	County Administrator	Late	11:10 AM
Donald Ware	Cortland County	Environmental Health	Late	11:27 AM
Kevin Fitch	Cortland County	Chair of the Legislature	Late	11:28 AM
Kim Cameron	Cortland	Resident	Present	
Nicole Compton	Cortland County	Executive Assistant	Remote	
Andrea Herzog	Cortland County	Director of Finance	Remote	
Shannon Phillips	Cortland County	Employment & Training Director	Remote	

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Sep 11, 2025 11:00 AM

RESULT: APPROVED

Resolutions

AGENDA ITEM NO. 1 – Appoint Member to the Cortland County Youth Board

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Jason Prentice, Committee Member
SECONDER:	William McGovern, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Appoint Member to the Cortland County Youth Board

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, due to the resignation of Shannon Phillips, a vacancy exists on the Cortland County Youth Board; AND

WHEREAS, Youth Representatives on the Board serve one-year terms and all other members serve three-year terms; AND

WHEREAS, pursuant to the Cortland County Youth Board By-Laws any person appointed to fill a vacancy due to resignation shall be appointed for the remainder of the term; NOW THEREFORE BE IT

RESOLVED, that the following persons be and hereby is appointed as a member of the Cortland County Youth Board for the remainder of the vacant term:

NAME	CAPACITY	ADDRESS	TERM ENDING
Alexis Amsden	Cortland Works and Career Center	35 Pomeroy Street, Cortland, NY 13045	12/31/2027

AGENDA ITEM NO. 2 – Accept Funds Resource Allocation Plan New York State Office of Children and Family Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/14/2025 9:00 AM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Jason Prentice, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Accept Funds Resource Allocation Plan New York State Office of Children and Family Services

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$115,157 to Cortland County, through the Youth Bureau; AND

WHEREAS, the County Youth Bureau has designated the funds to the various county municipalities and agencies for the year October 1, 2025 through September 30, 2026 and for which a copy is in the County Youth Bureau Office; AND

WHEREAS, \$95,383 will be allocated to Cortland County municipalities and \$19,774 will be allocated to the Cortland County Youth Bureau administration; AND

WHEREAS, the 2025 County Budget will need to be amended as follows:

<u>Revenue:</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A73125.43820.YB	Youth Bureau	(\$107,035)	(\$115,157)	(\$222,192)
<u>Expenditure:</u>		<u>Current</u>	<u>Inc/Dec</u>	<u>Balance</u>
A73125.51005	Personal Services	\$7,887	\$8,602	\$16,489
A73125.54020	Postage	\$87	\$200	\$287
A73125.54040	Dues	\$120	\$120	\$240
A73125.54045	Travel	\$974	\$3,500	\$4,474
A73125.54048	Program Supp	\$6,247	\$6,000	\$12,247
A73125.54800	Program Exp - SDPP	\$107,320	\$95,383	\$202,703
A73125.58060	Health Ins	\$1,788	<u>\$1,352</u>	\$3,140
			\$115,157	

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute the Resource Allocation Planning Agreement with the New York State Office of Children and Family Services and contract with approved agencies; AND BE IT FURTHER

RESOLVED, that the Finance Department is authorized to pay from the appropriate expense account and that in the event that the county does not receive the appropriate funds from the New York State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract; AND BE IT FURTHER

RESOLVED, that the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 3 – Authorize the Chairman of the Cortland County Legislature to Sign Local Plan for Program Year 2025-2028

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize the Chairman of the Cortland County Legislature to Sign Local Plan for Program Year 2025-2028

WHEREAS, pursuant to the Workforce Innovation & Opportunity Act (HR 803, PL 113-118) a Local Plan is required to be submitted for the Cayuga Cortland Workforce Development Area (CCWDA) for the Title I-B and Wagner Peyser Programs; AND

WHEREAS, said Local Plan must be signed by the Workforce Development Board Chair and the Chief Elected Officials in Cayuga and Cortland Counties; AND

WHEREAS, said plan upon signing is to be submitted to the New York State Department of Labor; AND

WHEREAS, this legislature has been informed that there are no local funds involved in the execution of said plan; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Cortland County Legislature and Cayuga Cortland Workforce Development Board Director, upon review and approval by the County Attorney, be and hereby is authorized and directed to execute the Local Plan for WIOA Title 1-B and Wagner Peyser programs and related programs.

AGENDA ITEM NO. 4 – Authorize Agreements for Administrative and Program Services - Office for Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Keith VanGorder, Committee Vice-Chair
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreements for Administrative and Program Services - Office for Aging

WHEREAS, Cortland County Agency for Aging and other departments must execute several contracts for various administrative and program services for the 2026 calendar year; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee as to form and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute agreements through the end of 2026 for or with the following:

CD Choices
Classen Home Health Association
Cortland Chenango Rural Services, Inc. (LASS)
Center 4 Arts
Central New York Regional Transportation Authority (Centro)
Cortland Park Rehabilitation & Nursing Facility
Cortland Repertory Theatre
Crown Park Rehabilitation and Nursing
Guthrie Cortland Nursing & Rehabilitation Facility
Elizabeth Brewster House
Family Counseling Services
Family Health Network
Food Net Meals on Wheels
Homemakers of Western New York (d/b/a Caregivers Home Care)
Integrity Home Care Services
JA Food Service
J.M. Murray Center
KPH Healthcare Services/Kinney Drugs
Language Line
Mom's Meals

Portzline Day Program & Respite Center, LLC
Portzline Family Home
Resource Center for Independent Living
Rural Roots Nutrition
Scott United Methodist Church
Self-Direct, Inc./Response4HELP
SEPP Corporation
Seven Valley Health Coalition
SCC MedQR
SUNY Cortland
Syracuse University
The Scott Club, Inc. (LASS)
TLC Medical Transportation Services, Inc.
Visiting Nurse Service of New York Choice
Town of Preble (LASS)
Town of Willet (LASS)
Town of Truxton (LASS)
Truxton United Methodist Church
Virgil United Methodist Church (LASS)
Walden Place
Walgreens Co.
Walmart Stores, Inc.
Wegmans
YMCA
YWCA

AGENDA ITEM NO. 5 – Authorize Agreements Department of Social Services Foster Care and Detention

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Keith VanGorder, Committee Vice-Chair
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE **RESOLUTION NO.**

Authorize Agreements Department of Social Services Foster Care and Detention

WHEREAS, the Cortland County Department of Social Services must be able to purchase foster care, detention and adoption services for specialized care and placement of children; AND

WHEREAS, the payment rates for such services are established by New York State as Maximum State Aid Rates; AND

WHEREAS, the funds are expended once services are required and provided; AND

WHEREAS, payments for such services are made from one of the following accounts; A60105.56109, A60105.56119, or A60105.56123; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute contractual agreements in 2026 for foster care, detention and adoption services with licensed agencies and/or foster care parents licensed or otherwise authorized by the New York State Office of Children and Family Services; AND BE IT FURTHER

RESOLVED, that the said agreements shall be contingent upon the approval of the County Attorney or designee and subject to appropriation of funding by the Legislature.

AGENDA ITEM NO. 6 – Authorize Agreements Department of Social Services Qualified Independent Assessments

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreements Department of Social Services Qualified Independent Assessments

WHEREAS, the Cortland County Department of Social Services must be able to purchase Qualified Independent Assessments from state authorized individuals or agencies to comply with Families First legislation requirements for children placed in qualifying residential foster care centers; AND

WHEREAS, the payment rates for such services are negotiated as needed with qualified entities available and able to perform such assessments within required timeframes; AND

WHEREAS, the funds are expended once services are required and provided; AND

WHEREAS, payments for such services are made from the A60105.54800 Program Expense account; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute contractual agreements in 2026 for Qualified Independent Assessments with individuals or agencies authorized by the New York State Office of Children and Family Services; AND BE IT FURTHER

RESOLVED, that the said agreements shall be contingent upon the approval of the County Attorney or designee and subject to appropriation of funding by the Legislature.

AGENDA ITEM NO. 7 – Authorize Agreements Department of Social Services Work Experience Sites

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Jason Prentice, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreements Department of Social Services Work Experience Sites

WHEREAS, the Cortland County Department of Social Services is required to provide Work Experience activities as part of an Employment Plan required by the New York State Office of Temporary and Disability; AND

WHEREAS, there are no funds paid for such services; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute contractual agreements for dates from 12/31/25 through 12/31/26 for work experience site placements with the following:

Cortland County Office for Aging
Cortland County Clerk
Cortland County Employment and Training
Cortland County Health Department
Cortland County Department of Public Works
Various Non-Profit agencies

AGENDA ITEM NO. 8 – Authorize Agreements Department of Social Services (Several Agencies and Departments)

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreements Department of Social Services (Several Agencies and Departments)

WHEREAS, Cortland County Department of Social Services must execute several contracts for various administrative and program services for the calendar year 2026; AND

WHEREAS, such contracts, costs, terms, functional areas and associated account numbers are listed in the attached chart; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements for or with the following for contract terms beginning on or after 12/31/25 and ending on or before 12/31/26:

Accufund/Brisbane
Catholic Charities
Cayuga Addictions Recovery Services
Cayuga Centers
Children’s Home of Wyoming Conference
Cortland County Office for Aging
Cortland County Information Technology
Cortland County District Attorney’s Office
Cortland County Employment and Training
Cortland County Probation Department
Cortland County Sheriff’s Department
Cortland County Veteran’s Services Office
Elmcrest Children’s Services
Family Counseling Services

Hillside Children's Center
 J.M. Murray Center
 Jennifer Genovese, ACSW, LCSW
 Josie's Journey
 LabCorp
 Language Line
 L. Woerner, Inc d/b/a Home Care of Rochester
 Lifeline Systems, Inc.
 Rural Health Institute
 Salvation Army
 Staffing Healthcare Systems, Inc.
 Upstate Services Group
 Vitalshred
 YWCA

AGENDA ITEM NO. 9 – Resolution to Enter into an Agreement with Family and Children Counseling Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Douglas Bentley, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Resolution to Enter into an Agreement with Family and Children Counseling Services

WHEREAS, the Cortland County Mental Health Department and the Cortland County Office for Aging authorizes agreements with Family and Children Counseling Services; AND

WHEREAS, there are no costs to Cortland County; AND

WHEREAS, this agreement will set forth understanding regarding collaborative care coordination activities; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement with Family and Children Counseling Services, of 165 Main Street, Cortland, NY 13045, for collaborative care coordination activities at no cost to the County.

AGENDA ITEM NO. 10 – Authorize Agreement with Dr. Gulhati - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreement with Dr. Gulhati - Mental Health Department

WHEREAS, the Mental Health Department is in need of a youth and adolescent psychiatrists to provide consultation services for the children and youth population served; AND

WHEREAS, it would be in the best interest of the county to provide these services through an outside vendor contractor who specializes in this unique expertise; AND

WHEREAS, Dr. Gulhati, a licensed psychiatrist is the contractor selected to provide this to the Mental Health Department; AND

WHEREAS, Dr. Gulhati will provide consultation services up to four (4) hours a month at a rate of \$250 hr.; NOW THEREFORE BE IT

RESOLVED, that the 2025 Cortland County budget be and hereby has the funds under the contracted medical services line (A.43115.54615); AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to enter into a three (3) year agreement with Dr. Gulhati, M.D. for Mental Health Department children and youth consultation services.

AGENDA ITEM NO. 11 – Appoint Members - Community Services Board and Mental Health Subcommittee

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	William McGovern, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Appoint Members - Community Services Board and Mental Health Subcommittee

WHEREAS, the By-Laws of the Cortland County Community Services Board (CSB), Article 3, Section 1 states that the Board shall have separate Subcommittees for Mental Health, Developmental Disabilities, and Substance Use Disorder, each have no more than nine (9) members; AND

WHEREAS, the term of each member of the Subcommittee shall be four (4) years except for the vacancies of unexpired terms; AND

WHEREAS, the Community Services Board and the Mental Health Subcommittee have vacancies due to member resignations; NOW THEREFORE BE IT

RESOLVED, that the following CSB and Subcommittee appointments be made:

COMMUNITY SERVICES BOARD

NAME/ADDRESS

TERM EXPIRATION

Tammy McCall
5035 Town Line Rd
McGraw, NY 13101
DSS Employee - advocate

12/31/2026
(Completing term of Dr. Pearl
Reed-Klein)

MENTAL HEALTH SUBCOMMITTEE

Janet Johnson, MD
2251 Greenwood Rd
Cortland, NY 13045
Retired Medical Doctor

12/31/2028
(Completing Term of Dr. Pearl
Reed-Klein)

AGENDA ITEM NO. 12 – Authorize Contract Amendment with Community Computer Service, Inc. (MEDENT) to Include HealtheConnections - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	William McGovern, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Contract Amendment with Community Computer Service, Inc. (MEDENT) to Include HealtheConnections - Mental Health Department

WHEREAS, the Cortland County Mental Health Department currently contracts with Community Computer Service, Inc. (MEDENT) for electronic medical record services; AND

WHEREAS, Community Computer Service, Inc. offers a HealtheConnections Health Information Exchange (HIE) subscription which will enhance the exchange of health records and improve the continuity of care for clients; AND

WHEREAS, the subscription cost is \$75 per month per practice (2-5 providers); AND

WHEREAS, the additional cost for calendar year 2025 is covered within the current Mental Health Department budget; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized to execute a contract amendment with Community Computer Service, Inc. (MEDENT) to include the HealtheConnections HIE Subscription at the rate of \$75 per month per practice (2-5 providers), with the cost for 2025 to be paid from appropriations within the 2025 Cortland County Mental Health Department budget.

AGENDA ITEM NO. 13 – Authorize Various Contracts - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/23/2025 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Various Contracts - Mental Health Department

WHEREAS, the Cortland County Mental Health Department must execute contracts with several organizations and businesses to operate on a day to day basis which are included in the approved budget; AND

WHEREAS, the Cortland County Mental Health Department must execute contracts with several Schools and Universities to provide internship opportunities to students; AND

WHEREAS, there are no costs to Cortland County associated with these internships; AND

WHEREAS, the Cortland County Mental Health Department must execute contracts with several insurance companies to be considered in network for optimal payment; AND

WHEREAS, there are no costs to Cortland County associated with these insurance carrier contracts; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding by the Legislature, is hereby authorized to execute an agreement for 2026 with each of the following:

Ability (Billing Clearinghouse)
Access to Independence
Binghamton University
Catholic Charities of Cortland
CAPCO
CDPHP
Cigna
Community Computer (Medent)
Cornell University
Excellus
Family and Childrens Counseling Services
Fidelis
FFT, LLC
Global Payment Integrated
Humana
Identrust (prescribing security)
Ithaca College
Kinney Drugs
Keuka College
LeMoyne College
MD Hub
Molina
MVP
Oneida College
Onondaga Cortland Madison Counties BOCES
OQ Measures, LLC
RHI
St. John Fisher University
State University of New York at Cortland
SUNY Oswego
SUNY Plattsburg
Sweeney Pest Control
Tompkins Cortland Community College
Tricare
United Health Care (UHC)
Upstate Medical University
Utica College
WellCare
W2 Operator Training Group
YWCA

Monthly Reports

1. Cortland County Health Department Monthly Report

RESULT:	COMPLETED
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Discussion Items

Executive Session

It was MOVED by Mr. VanGorder, seconded by Mr. Newell, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding pending litigation, with all Legislators, Victoria Monty, Savannah Hempstead, Ashley Millard, Michael Ponticiello and Kristen Monroe permitted to stay in the room. MOTION CARRIED.

An executive session was held from 11:53 a.m. to 12:06 p.m., at which time on motion of Mr. McGovern, seconded by Mr. Prentice, it was unanimously approved by voice vote to exit executive session.

Adjournment

The meeting was closed at 12:06 PM



Health & Human Services Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045

<https://www.cortlandcountyny.gov>

~ Minutes ~

Thursday, September 11, 2025

11:00 AM

Room 302

Call to Order

The meeting was called to order at 11:00 AM by Committee Chair Ronald J. Van Dee

Attendee Name	Organization	Title	Status	Arrived	Departed
Douglas Bentley	Cortland County	Committee Member	Present		
Reed Cleland	Cortland County	Committee Member	Present		
William McGovern	Cortland County	Committee Member	Present		
Christopher Newell	Cortland County	Committee Member	Present		
Jason Prentice	Cortland County	Committee Member	Present		
Keith VanGorder	Cortland County	Committee Vice-Chair	Present		
Ronald J. Van Dee	Cortland County	Committee Chair	Present		
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Present		
Tom Tedesco	Cortland County	Director of Veterans Services	Present		
Patty Schaap	Cortland County	Director of Community Services	Present		
Morgan Spaulding	Cortland County	Grants Administrator	Present		
Rebecca Main	Cortland County	Public Health Program Manager	Present		
Amy Buggs	Cortland County	Workforce Development Director	Present		11:42 AM
Amber Giamei	Cortland County	Director of Area Agency on Aging	Present		
Nicole Anjeski	Cortland County	Public Health Director	Present		
Kristen Beard	Cortland County	Child Advocacy Center Coordinator	Late	11:07 AM	
Kim Cameron	Cortland	Resident	Present		
Andrea Herzog	Cortland County	Director of Finance	Remote		
Nicole Compton	Cortland County	Executive Assistant	Remote		
Shannon Phillips	Cortland County	Employment & Training Director	Remote		

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Aug 14, 2025 11:00 AM

RESULT: APPROVED

Resolutions

AGENDA ITEM NO. 1 – Authorize Purchase of OQ Analyst FFT Software and Entering into a BAA with OQ Measures, LLC - Mental Health Department

Minutes Acceptance: Minutes of Sep 11, 2025 11:00 AM (Minutes Approval)

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/25/2025 6:00 PM
MOVER:	Douglas Bentley, Committee Member
SECONDER:	Jason Prentice, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Purchase of OQ Analyst FFT Software and Entering into a BAA with OQ Measures, LLC - Mental Health Department

WHEREAS, the Cortland County Mental Health Department has an approved contract with FFT, LLC (Contract No. 169-25, authorized by Resolution No. 189-24), to provide Functional Family Therapy intensive training for three (3) staff members, funded through the SAMHSA Grant; AND

WHEREAS, the expectation of the training and the program is to use specific electronically-based assessments based on real time contact with clients requiring special treatment and protection of HIPAA; AND

WHEREAS, FFT, LLC partner's with OQ Measures, LLC to provide these specific electronic assessments; AND

WHEREAS, Cortland County Mental Health is requesting approval to purchase this unique software and enter into a specific BAA with OQ Measures, LLC; AND

WHEREAS, funding for the software will be paid through the SAMHSA Grant; NOW THEREFORE BE IT

RESOLVED, that the County Administrator or Chairman of the Legislature, upon review and approval by the County Attorney or designee, approve entering into the BAA with OQ Measures, LLC and the purchase of the software for a cost not to exceed \$675 from Account No. A43105-54005-ISCEI.

AGENDA ITEM NO. 2 – Amend Budget Unmet Need Program - Office for Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/16/2025 9:00 AM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Bentley, Cleland, McGovern, Newell, Prentice, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Amend Budget Unmet Need Program - Office for Aging

WHEREAS, the New York State Office for the Aging has made available the sum of \$404,830 under the Unmet Need Program, for the period of April 01, 2025 through March 31, 2026, through Cortland County Office for Aging Revenue Account No. A677243-43772-UNAS; AND

WHEREAS, these funds reflect an increase of \$183,284 over what was originally anticipated; AND

WHEREAS, these funds are to be used for additional home care, meals, transportation, case management, home modifications and/or any need for the aging community that absent the funding could

Minutes Acceptance: Minutes of Sep 11, 2025 11:00 AM (Minutes Approval)

not be provided otherwise; NOW THEREFORE BE IT

RESOLVED, that the 2025 County Budget be and hereby is amended as follows; AND BE IT FURTHER

RESOLVED, that the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

		Current	Change	Revised
Revenue:				
A677243-43772-UNAS	Aging Services - State Aid	\$221,546	183,284	\$404,830
Expense:				
A67725-51005-UNAS	Personal Services Full-Time	126,594	39,006	165,600
A67725-51010-UNAS	Personal Services Part-Time	8,826	39,278	48,104
A67725-54055-UNAS	Professional Services	7,566	5,000	12,566
A67725-54800-UNAS	Program Expense	16,933	50,000	66,933
A67725-54400-UNAS	Food Supplies	0	50,000	50,000
A67725-58020-UNAS	Retirement	17,032	0	17,032
A67725-58030-UNAS	FICA	10,360	0	10,360
A67725-58040-UNAS	Workers' Compensation	4,715	0	4,715
A67725-58060-UNAS	Health Insurance	34,140	0	34,140
A67725-58062-UNAS	Dental Insurance	202	0	202
A67725-58065-UNAS	Vision Insurance	41	0	41

Discussion Items

Monthly Reports

1. Health Department Monthly Report

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 11:48 AM

Minutes Acceptance: Minutes of Sep 11, 2025 11:00 AM (Minutes Approval)

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 1****Appoint Member to the Cortland County Youth Board**

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, due to the resignation of Shannon Phillips, a vacancy exists on the Cortland County Youth Board; AND

WHEREAS, Youth Representatives on the Board serve one-year terms and all other members serve three-year terms; AND

WHEREAS, pursuant to the Cortland County Youth Board By-Laws any person appointed to fill a vacancy due to resignation shall be appointed for the remainder of the term; NOW THEREFORE BE IT

RESOLVED, that the following persons be and hereby is appointed as a member of the Cortland County Youth Board for the remainder of the vacant term:

NAME	CAPACITY	ADDRESS	TERM ENDING
Alexis Amsden	Cortland Works and Career Center	35 Pomeroy Street, Cortland, NY 13045	12/31/2027

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 2****Accept Funds Resource Allocation Plan New York State Office of Children and Family Services**

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$115,157 to Cortland County, through the Youth Bureau; AND

WHEREAS, the County Youth Bureau has designated the funds to the various county municipalities and agencies for the year October 1, 2025 through September 30, 2026 and for which a copy is in the County Youth Bureau Office; AND

WHEREAS, \$95,383 will be allocated to Cortland County municipalities and \$19,774 will be allocated to the Cortland County Youth Bureau administration; AND

WHEREAS, the 2025 County Budget will need to be amended as follows:

<u>Revenue:</u>		<u>Current</u>	<u>Increase</u>	<u>Balance</u>
A73125.43820.YB	Youth Bureau	(\$107,035)	(\$115,157)	(\$222,192)
<u>Expenditure:</u>		<u>Current</u>	<u>Inc/Dec</u>	<u>Balance</u>
A73125.51005	Personal Services	\$7,887	\$8,602	\$16,489
A73125.54020	Postage	\$87	\$200	\$287
A73125.54040	Dues	\$120	\$120	\$240
A73125.54045	Travel	\$974	\$3,500	\$4,474
A73125.54048	Program Supp	\$6,247	\$6,000	\$12,247
A73125.54800	Program Exp - SDPP	\$107,320	\$95,383	\$202,703
A73125.58060	Health Ins	\$1,788	<u>\$1,352</u>	\$3,140
			\$115,157	

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute the Resource Allocation Planning Agreement with the New York State Office of Children and Family Services and contract with approved agencies; AND BE IT FURTHER

RESOLVED, that the Finance Department is authorized to pay from the appropriate expense account and that in the event that the county does not receive the appropriate funds from the New York State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract; AND BE IT FURTHER

RESOLVED, that the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 3****Authorize the Chairman of the Cortland County Legislature to Sign Local Plan for Program Year 2025-2028**

WHEREAS, pursuant to the Workforce Innovation & Opportunity Act (HR 803, PL 113-118) a Local Plan is required to be submitted for the Cayuga Cortland Workforce Development Area (CCWDA) for the Title I-B and Wagner Peyser Programs; AND

WHEREAS, said Local Plan must be signed by the Workforce Development Board Chair and the Chief Elected Officials in Cayuga and Cortland Counties; AND

WHEREAS, said plan upon signing is to be submitted to the New York State Department of Labor; AND

WHEREAS, this legislature has been informed that there are no local funds involved in the execution of said plan; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Cortland County Legislature and Cayuga Cortland Workforce Development Board Director, upon review and approval by the County Attorney, be and hereby is authorized and directed to execute the Local Plan for WIOA Title 1-B and Wagner Peyser programs and related programs.

Cayuga Cortland LWDA

Local Plan

July 1, 2025 – June 30, 2029

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Strategic Planning Elements

Local Workforce Development Area (LWDA) in-demand occupation lists are now maintained on the Labor Market Information for Workforce Planning [webpage](#) under the **Occupations in Demand** section. To submit an updated in-demand occupation list, LWDBs must utilize **Attachment A: In-Demand Occupation List Template**, update the spreadsheet, and submit it to LWDB@labor.ny.gov. The list will then be added to the corresponding region's in-demand occupation list on this webpage.

I attest that the list of the LWDA's in-demand occupations was last updated on [specify date in the text box below].

9/1/2025

How is this information shared with the Local Workforce Development Board (LWDB)? What was the last date on which it was shared?

The Demand Occupation List will be shared with the Local Workforce Development Board via email, prior to our September 2025 board meeting along with the entire local plan when it will be posted for public comment on 7/31/2025.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations; and

Existing and emerging in-demand sectors and occupations as identified by the NYSDOL office of Research and Statistics in the Cayuga County area include: Specialty Trade Contractors, Merchant Wholesalers, Durable Goods, Plastics & Rubber Products Mfg., Professional & Technical Services, Food Mfg., Construction of Buildings, Nursing & Residential Care Facilities, Executive, Legislative & General Gov't., Transit & Ground Passenger Transportation, Utilities, Merchant Wholesalers, Nondurable Goods, Truck Transportation, Child Care/Early Education Workers.

The list for the Cortland County area include: Food Mfg., Food Services & Drinking Places, Hotel/Motel Accommodation, Nursing & Residential Care Facilities, Repair & Maintenance, Beverage & Tobacco Product Mfg., Ambulatory Health Care Services, Merchant Wholesalers, Durable Goods, Fabricated Metal Product Mfg., Transit & Ground Passenger Transportation, Animal Production & Aquaculture, Justice, Public Order, & Safety Activities, Construction and other trade Contractors, Child Care/Early Education Workers. Some other emerging occupations within the 2 local areas include: Artificial Intelligence (AI) Skilled jobs, Semi-Conductor Industry jobs, and the Drone Industry (UAV).

ii. The employment needs of businesses in those sectors and occupations.

Employment needs of the businesses in the sectors listed above include (in no particular order): Systems Applications and Products (SAP), Microsoft 365, Programming languages, Production workers, quality control specialists, maintenance workers, machine operators,

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skilled workers with experience in automation, lean manufacturing principles, and food safety protocols. Experienced Foremen in the trades industries, safety coordinators, people with specialized certifications. The healthcare industry is facing large needs for RNs, LPNs, Certified Nurse Assistants, people with mental health certifications, people with geriatric care experience as the baby boomers continue to age. The transportation industry is looking for English proficient commercial licensed drivers, dispatchers, mechanics, including heavy duty mechanics. Warehouse workers, inventory specialists, sales people, cooks, servers, housekeeping staff, front desk personnel, hospitality experienced staff, software engineers, project managers, administrative staff, public safety officers, compliance specialists, IT Professionals, as well as customer service representatives, field service workers and other maintenance personnel. Early Education training and certified workers.

Through much conversation and research with businesses, the LWD Board members, local and regional economic development team members a workforce need has been indicated that there have been areas of consistent need locally in a wide variety of sectors. Many employers are indicating that applicants are significantly lacking "soft skills" and communication skills. Some of the other areas that are lacking of the applicants seem to be academic competencies such as math, reading and comprehension skills, computer skills. We also discussed that there were some specific areas in the advanced manufacturing area that dealt with technical competencies, logistics, quality assurance, and also certifications found within the demand occupation sectors.

- b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and those employing individuals in in-demand occupations.

Many employers need employees with a combination of soft skills and competencies that are: occupational or technical skills, credentials and or licensing and relevant work histories. As mentioned in the above answer employers required individuals with work ethic skills such as complex problem solving, proper judgement and problem solving, critical and analytic thinking, planning and organization and teamwork which are basic work and business fundamentals and last but not least the individuals that can sustain these practices.

- c. Provide an analysis of the regional workforce, including:

- i. Current labor force employment and unemployment numbers;

Cayuga Unemployment Numbers for 2024 Q1 are as follows: 4.4, 4.6 and 4.2% and for 2025 Q1: 4.6, 4.9, and 4.3%
Cortland Unemployment Numbers for 2024 Q1 are as follows: 5.8, 5.4, and 4.7% and for 2025 Q1: 5.4, 5.4, and 4.6%

The current populations in the 2 county area are as follows:
Cayuga County - 72,768; Cortland County - 45,971 general non-institutionalized population. The population of 19-64 year olds in the labor force are as follows:

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Cayuga County - 36,730 or 58%; Cortland County - 24,701 or 63%. The number of those not in the labor force: Cayuga County - 25,652; Cortland County - 14,291.

ii. Information on any trends in the labor market; and

The 2.1 percent annual job growth rate in Central NY demonstrates the region is experiencing steady economic expansion, creating opportunities in the sectors mentioned above - particularly in healthcare services, professional services, and trade/transportation industries. This growth rate suggests the local economy is resilient and continuing to recover and expand post-pandemic.

The positive trends in private education as well as early education and health services align particularly well with the nursing and residential care facilities sectors identified above, while the growth in professional and business services supports the demand for professional and technical services in the region.

iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

The number of people in the workforce over the age of 18 with no High School Diploma: Cayuga County - 7,174; Cortland County - 3044. The total population of individuals with barriers to employment: Cayuga County - 10,430 (14.3%); Cortland County - 6,524 (14.2%). The number of non english speaking residents in Cayuga County - 4,018 and Cortland County - 3,074

d. Provide an analysis of workforce development activities, including education and training, in the region.

i. Identify strengths and weaknesses of these workforce development activities.

In identifying weaknesses, one is the high percentage of individuals with less than a High school education; over 9% in Cortland County and over 11% in Cayuga County. Direct correlation with lack of education is poverty. Lack of income can limit one's ability to purchase reliable transportation. Another is the large rural areas in both counties. Our two rural counties lack transportation systems, which greatly limits one's ability to commute to employment in industrial areas. Rural counties also have very poor satellite reception and almost non-existent cable access, which limits one's ability to use internet services to improve on education. Each county is currently in the process exploring broadband opportunities and Cortland County has just approved a project to work with the CNYNET Broadband Network project to assist with getting a wider area of broadband access to their most rural communities. However, this will not be an immediate fix; it will get better in the next few years.

For the strengths, the LWDB is working with community agencies, an Independent Living Center, local school districts, as well as the OCM BOCES and Cayuga Onondaga BOCES, the CUNY, SUNY systems and COURSERA & METRIX on line

training/certification programs that address the educational deficiencies. As with any workforce development area, Cayuga Cortland WDB and its partners are working enthusiastically with keeping their focus on being responsive to the local employer and job seeker needs.

- ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses? Please explain.

The CCWDA has the capacity and addresses the education and skill needs of the local workforce. The Cayuga Cortland One Stop Career Centers offer comprehensive services to job seekers, including assessment, career counseling, skills training, job placement, follow-up services, and more. These services are available both virtually and in person, to accommodate everyone in the area regardless of transportation.

The LWDB is committed to working with all job seekers, including those identified as having barriers to employment (such as limited English proficiency or literacy, disability, skills gaps, and ex-offender status) to plan the services best suited to their individual needs and provide access to partner resources.

These services are provided directly at the One Stop career centers by workers responsive to individual needs, as well as being offered virtually (via email and phone and videoconference when requested). Additionally, program partners will work together to implement and monitor services for individuals with barriers to employment, public assistance recipients, other low-income individuals, veterans and eligible spouses of veterans, and individuals who are basic skills deficient.

- e. Describe the LWDB's strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The Cayuga-Cortland Workforce Development System vision is the universal access point that promotes job growth and self-sufficiency for all businesses and individuals. The Cayuga Cortland LWDB Mission serves the employers and individuals of Cayuga and Cortland counties by providing a full array of workforce development services in a professional, efficient and timely manner, for the betterment of our communities. The LWDB goal for the local area is to guarantee that the available workforce (which includes youth and individuals with barriers to employment), has the necessary skills needed for success with-in the available jobs in the local and regional in-demand occupations (i.e.- Healthcare, Advanced Manufacturing, the Skilled Trades and Hospitality). Through strong partnerships with local businesses, community leaders, area educators, training providers, the committed staff of the One Stop Career Centers and local elected officials, we have the experience, resources and determination needed to collaboratively make this goal a reality. While remaining responsive to the employment needs of our local businesses, the board will be sure our regional training and educational support systems are strategic and effective. Clearly articulated employment career ladders - which outline advancements in

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responsibility and earnings as certain training milestones are achieved - and a no wrong door philosophy are strategies designed to maximize training and supportive services to ensure workers acquire the specific skills needed for our region's in-demand jobs. We will continue to work toward the development and refinement of these career ladders that are based on a clear educational and training pathway including certificate programs, credit-bearing degree programs and/or apprenticeship training. There are currently a good number of employment opportunities within Cayuga and Cortland Counties and recent economic and community development initiatives have the potential to attract new and dynamic businesses to our area. In order to realize sustainable growth and measurable success the CCWDB will maintain its strong vision for today and the future.

- i. How do the local area's workforce development programs, including programs provided by partner agencies, support this strategic vision?

The local area's workforce development programs attempt to address the strategic vision of the area by concentrating on programs and initiatives that provide job seekers with the skills and abilities that employers are looking for. The LWDB actively promotes and supports programs that provide basic skills training, occupational training in career pathways, and HSE preparation. The LWDB continues to develop sector partnerships with local employers and training facilities to identify opportunities for training that supports local business needs. An example is, both One-Stop Career Centers have had the successful completion of several OJT programs and have established relationships with many local training providers and local employers in the area and neighboring areas.

- ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The LWDB also continues to expand its outreach efforts to participants to make them aware of all of the career services, income supports, and other services available through a connection with the One-Stop career centers. An important goal of the LWDB as part of its support of individuals seeking training or employment assistance is to provide services that will allow them to accept and maintain living-wage employment. Services include: job development, job posting, job match and referral, labor market information, as well as other employment support services. The LWDB will also promote the use of On-the-Job-Training (OJT) and Customized Training program strategies and work with businesses to identify how such strategies could be modified to increase use, especially for individuals facing barriers to employment. Working with the following organizations that provide the core programs, the local board will successfully align available resources to achieve its strategic vision and goals:

Cayuga Works Career Center (Cayuga Co. Employment & Training) – Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Youth and Dislocated Worker Programs;

Cortland Works Career Center (Cortland Co. Employment & Training) - Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Youth and Dislocated Worker Programs;

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New York State Department of Labor (NYSDOL) Division of Workforce Solutions (DEWS)—Wagner-Peyser program under Title III of WIOA; Trade Adjustment Assistance (TAA) under Title II of Trade Act; Jobs for Veterans State Grants under Title 38, U.S.C.; State Unemployment Insurance (UI) programs;

Cayuga Community College and The Center for Career and Community Education (CCCE) - Adult Education and Family Literacy Act and Perkins Act;

Tompkins Cortland Community College - Adult Education & Family Literacy, and Perkins Act;

OCM BOCES & Cayuga Onondaga BOCES - Adult Education and HSE Opportunities

Vocational Rehabilitation (ACCES -VR) – Rehabilitation Act.

- f. Describe the LWDB's goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?

The LWDB plans to exceed goals negotiated with NYSDOL relating to performance accountability measures. These measures were recently renegotiated and approved, we have seen an increase in our performance measures since the Pandemic, while it has taken some time for this to come back up, we are happy to say that we are meeting and exceeding goals as we were previous to the pandemic. We will continue to strive to exceed these newly negotiated goals, knowing that the economy is not what it was in years past, but while working with the local legislatures and the local Economic Development offices and the business communities in helping us better understand their needs, we will work towards exceeding the goals. These measures support regional economic growth and self-sufficiency as related to increased employment, employment retention and earnings, all of which increase the tax base that contributes to government programs and services. These outcomes also correspond to the contribution of more dollars spent with commercial enterprises, which include all spectrums from real estate to retail and beyond. Additional outcomes related to skill development and credential attainment ensure that we are developing the highly skilled and educated workforce that local industries rely on to grow and create jobs.

Local Workforce Development System

- a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area's workforce development system, including:
- i. Core programs;

WIOA requires service delivery under The following core programs: Adult, Dislocated Worker and Youth; Wagner Peyser Act; Adult Education and Family Literacy Act; and

vocational rehabilitation (ACCESS-VR). These core programs are a part of the local area's workforce development system. They are provided as described below:

Adult, Dislocated Worker and Youth - Adults and Dislocated Workers have access to the full array of WIOA and partner services through the Cayuga County One-Stop Career Center System and the Cortland County One-Stop Career Center System. The One-Stop Career Center staff (County Employment & Training Staff) provides initial assessment to new customers. This assessment procedure requires staff to identify customers in need of skills development and/or training services to obtain their employment goal during the customer's first one-to-one meeting with a staff person. Through the assessment, career counselors identify barriers to employment and help the customer establish an employment/occupational goal that is relevant to the local labor market. The results of the assessment are entered in the New York State One-Stop Operation System (OSOS) and utilized to construct an Individual Employment Plan (IEP). Services for In-School & Out-of-School Youth follow a similar format, with a focus on attainment of high school diploma or equivalency and employment. Other contracted youth services include leadership development, financial literacy workshops, and entrepreneurial skills training. (These services can be offered by functionally aligned co-located staff from the County and the State as well as referrals to other off site partner agencies).

Adult Education & Family Literacy Act programs - Through referrals to external training providers (OCM BOCES, Cay-Onondaga BOCES) from career center staff, the local board provides access to employment, training, education and training, and supportive services available to Title II participants with barriers to employment.

NYSDOL – Co-located NYS Labor Services Representatives oversee the Wagner-Peyser program under Title III of WIOA; Trade Adjustment Assistance (TAA) under Title II of Trade Act; & State Unemployment Insurance (UI) programs. NYSDOL coordinates veteran services, state Unemployment Insurance (UI) programs through its Local Veterans Employment Representative (LVER) and Disabled Veterans Outreach Program (DVOP) representative. Veteran's services are augmented by the LSRs and other One Stop career center staff.

Vocational Rehabilitation - ACCES-VR provides comprehensive services to individuals with disabilities including: testing, assessment, career counseling, training, job placement, etc.

Senior Community Service Employment Programs - Training services to Older Citizens (55 years and older).

NYS Commission for the Blind - Employment services to the blind community members.

- ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

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The programs that support the Carl D. Perkins Career and Technical Education Act of 2006 are the following: Cayuga Community College and Tompkins Cortland Community College. Both schools offer and maintain active career and technical education programming based on the research they have used by talking with local workforce partners, employers and other data sources. There are many offerings and programs available to the local communities. The Workforce Board Director sits on both Perkins Committee boards with the 2 community colleges.

iii. Other workforce development programs, if applicable.

The local board partners with The Center for Career and Community Education (CCCE), a partnership between BOCES and Cayuga Community College, on several initiatives to support training in demand sectors. Literacy programming and high school equivalency preparation are also offered by partner agencies. Other workforce development programs that operate within the local workforce development system include: Job Corps; Temporary Assistance for Needy Families (TANF) employment and training programming in both counties operated by the County Employment & Training staff of Cortland and Cayuga Counties; and the Trade Adjustment Assistance (TAA) and Unemployment Insurance operated by the NYSDOL; the Native American Community Services - INAP employment and training programs for the Native American populations in the region as well as Re-Entry programs.

b. Describe how the local area will ensure continuous improvement of services and service providers.

The LWDA's primary vehicle for ensuring the continuous improvement of services and service providers is the quarterly Board meetings. Additionally, information gathered at WDB Directors' meetings, the workforce partners group referred to as the Street Beaters group discusses and circulates valuable workforce information to one another, DOL calls/meetings and discussions held with personnel from other WDB areas helps to circulate ideas and methodology that might otherwise remain unexplored. The local area also emphasizes collaborative improvement through integrated service delivery. Key improvement measures include the enhanced coordination between One-Stop partner programs through co-enrollments, cross-referrals, and blended resource utilization to serve participants with multiple employment barriers. The Memorandum of Understanding implemented between the local board and partners of the Cayuga Cortland Workforce Development System will also help to ensure the improvement of services and the level of collaboration between partners.

c. Describe how service providers will meet the employment needs of local businesses, workers, and jobseekers.

Each of the providers/partners (whose programs are listed above) understand that economic growth in the two county area cannot occur unless and until the businesses that create and maintain jobs have properly trained workers. A properly trained workforce is as much infrastructure for a business as their utilities and equipment.

All partners understand that they must not just respond to an employers' current training needs, but must aggressively seek information from employers regarding their changing workforce training expectations.

Ongoing conversations with local businesses, local community agencies, and our partners at the local economic development offices and both Chamber of Commerce offices help to drive conversations that help meet local employment needs.

d. Describe the roles and resource contributions of the Career Center partners.

The roles and resource contributions of the Career Center partners are as follows:

Cayuga / Cortland Counties: WIOA Title I Adult, Dislocated Worker and Youth programs – Cortland and Cayuga Employment and Training Offices

Cayuga Community College & Tompkins Cortland Community College: Perkins Act CTE programs – Education and Training

Cayuga / Cortland Counties Dept. of Social Services: TANF – Education and Training for youth

Job Corps - Outreach and Training

NYS Dept. of Children and Family Services Commission for the Blind: Title IV Rehabilitation Act: Rehabilitation

NYSDOL: Wagner-Peyser, TAA, Veterans, UI: Employment, Training and Veteran services

NYSED Vocational Rehabilitation: ACCES VR – Employment and Training, Rehabilitation

Native American Community Services - INAP - Employment & Training and other workforce services for Native American population

All of the above partners bring to the "training table" the resources that their particular programs allow. However, these programs present more than just funding opportunities to the table. For example, some Career Center partners bring physical assets such as computers (BOCES), specific program staff expertise to the equation. Most important is the professional experience and commitment that the various partners' staff possess. This experience encompasses both program familiarity and working across agencies to provide the most comprehensive service to the Cayuga & Cortland County residents.

Workforce Development and Career Pathways

a. Describe how the LWDB will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

The goal and vision of the LWDA is to support career pathways and an industry philosophy that will deliver effective training and supportive services that address the employment skills required for our regions in-demand jobs across all programs. The LWDB, Career

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Center staff, CUNY, SUNY system and BOCES educators and training providers along with local legislative leaders will collaborate to make successful career pathways a reality for all, including youth and individuals with disabilities and barriers to employment. Our focus is to concentrate on the in-demand job opportunities throughout our workforce area, working consecutively with workforce partners to make sure that our regional training and educational support systems are strategic and effectual. The real "Career Pathway" system is based upon a certificate and/or credit-bearing educational and training programs. The LWDB will also encourage the local training providers to continue creating portable, stackable credentials and micro-credentials, all while expanding the ETPL (eligible training provider list) to include the pathway aligned programs for all community members.

- b. Describe how the LWDB will improve access to activities leading to recognized postsecondary credentials.

The LWDA will support access to these types of training through referrals to programs that not only improve basic skills in Personal Effectiveness, academic, workplace and industry competencies; but also programs such as HSE preparation. To ensure successful program completion, we will continue to offer eligible supportive services that help participants enroll in and complete training programs leading to recognized postsecondary credentials. The LWDB will strategically focus on postsecondary credentials that directly match local business requirements and current labor market demands by maintaining a regularly updated list of in-demand occupations that identifies career fields with available job openings and strong future employment prospects. These frequent updates will ensure our customers receive current information about career paths that offer valuable credentials and lead to real employment opportunities. Our career pathway programs provide comprehensive support to help both adults and youth overcome barriers as they progress from initial entry points to achieving recognized postsecondary credentials, including all necessary wraparound services to support participant success. The LWDB is always actively encouraging local businesses to incorporate hands-on, work-based learning opportunities into postsecondary education programs, creating direct connections between classroom learning and real-world application. We rigorously evaluate all existing and new training programs submitted to our Eligible Training Provider List (ETPL) to ensure that every approved course leads to recognized postsecondary credentials that meet current industry standards and fulfill actual employer requirements.

- i. Are these credentials transferable to other occupations or industries (i.e., "portable")? If yes, please explain.

The LWDA prioritizes portable credentials as a key criteria for career pathway development, to ensure that participants gain the qualifications that will transfer across occupations, industries and geographic regions. Portable credentials such as soft skills training, safety, manufacturing and industrial certificates and skilled trade certificates are all portable and recommended as they provide many transferrable skills that are

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marketable to a wide variety of industries and sectors, thus maximizing opportunities for employment throughout the region and beyond.

- ii. Are these credentials part of a sequence of credentials that can be accumulated over time (i.e., “stackable”)? If yes, please explain.

The credentials noted above, and any future credentials that may be deemed appropriate based on local employer demand, are considered “stackable” in that they can be considered preparatory to the achievement of a higher-level credential with additional training. An example: after gaining work experience as a CNA, that individual may decide to build on that experience to move up the medical career ladder to LPN or RN. The CNA certification was the entry point of a predetermined occupational progression, which led to increased earning potential for the individual.

Access to Employment and Services

- a. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

CCWDB is committed to and will work closely with its One Stop Partners and other community organizations within the CCWDA to identify and assist all individuals with disabilities and barriers to employment. It is our goal that participants with barriers to employment are referred to the appropriate agency to assist them in overcoming barriers to employment. The CCWDB will continually seek out and explore new partnerships in areas of the two-county system as well to expand the availability of resources to participants. Program partners will work together to develop processes that identify programs that will implement and monitor priority of services for individuals with barriers to employment; public assistance recipients; other low-income individuals, and individuals who are basic skills deficient. Other areas of assistance for these individuals may be programs such as HSE equivalency classes, basic skills remediation and ESL services, Individual Training Account (ITA) funds, and OJT’s. While involved in Title II activities, individuals may also be referred to supportive services and other agencies by One-Stop staff to work through perceived barriers and provide coordinated services via a case management system. As funding is available we will begin to use more appropriate technology to strengthen and enhance the One-Stop Career Center system to provide additional skills.

-Career center staff will continue work with partner agencies (ACCESS-VR) and Independent Living Centers on events specific to the needs of those with disabilities. Events include: an annual Disability Employment Month and Mentoring Day matching those with disabilities with local employers. The LWDB continues to work with partner agencies to expand access to services and promote a “no wrong door” philosophy designed to effectively deliver training and supportive services that parallel the specific skills required for our regions in-demand jobs to all populations, including those with barriers to employment. During the pandemic we had to be creative with our outreach efforts to let customers know that we have been and continue to be available to them during that time. We continue to utilize those efforts to keep customers informed of services being available,

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using local radio stations, our local Chamber of Commerce offices and their newsletters, emails through the NYSDOL, a new website that we created for the LDWA, social media outlets and partners have also been sharing our information through their distribution chains as well. We have also hosted job fairs and will continue to this throughout the year.

A couple of the biggest outreach efforts have been the coordination of many events being hosted for our local High School students in the 2 county area in conjunction with other partners across the region. This has allowed broader opportunities for students to get know the available job opportunities that await them after graduation.

- b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

The LWDB and its partners attempt to achieve this goal through the use of social media, text, email and ZOOM or other video conference technology.

Websites (including links to partners' websites) including on-line fillable forms

Virtual training and learning experiences (Coursera and NYSDOL virtual workshops)

Job fairs at remote locations and virtual job fairs

Staff will continue to interact with customers in person and by using email and social media to communicate information on the services available.

Additionally, the local area will provide opportunities for occupational skill development through on-line learning opportunities listed above, which customers can access from their homes, partner agencies and public libraries in areas with access to broadband.

The local area will continue to explore options for using technology to deliver services to the parts of the LDWA that lack broadband.

- c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake case management information system.

We are currently using the intake case management information system that NYSDOL is using - NYS One Stop Operating System(OSOS) to capture information acquired through the assessment process. Through the current MOU, the LWDA and One-Stop partners have established a standard format and process for all career center staff (County, NYSDOL) to capture and record information obtained from the Assessment/Employment Plan so current status and planned actions can easily be identified.

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However, at the onset of the Pandemic, we realized that this is an area that requires some attention, as many of our rural customers in the LWDA have limited access to technology. We currently use video conferencing when possible, email and phone. Additionally, our applications (OSOS and youth program) are available online at our website and can be completed and printed to submit through the website. Our youth program is using text and zoom when necessary as well.

- d. Provide a description and assessment of the type and availability of programs and services provided to Adults and Dislocated Workers (DWs) in the local area.

Services available to Adults/Dislocated Workers:

- Career Centers provide services in: Access to NY Job Bank/Job Listings-Referral to Jobs-Access to Computers/Printers-Internet Access-Labor Market/Demand Occupation Information-Tutorials-Resume/Cover Letter Assistance -Fax/Copiers/Phone Access
- Career Assessment, Career Exploration, and Career Planning Services
- Employment Plan Development
- Employment Counseling
- High School Equivalency/Basic Skills training tutorials/referral to partner services
- Workshops to sharpen job seeking skills
- Resume, cover letter and interviewing skills assistance
- Computer classes in and access to Word, Access, Excel, QuickBooks and PowerPoint through our partner agencies
- Skill Assessment for assessing and/or validate skill levels
- On-Line Learning options (through Coursera) to earn occupational skill certificates, upgrade basic (math/reading) skills, or review/prepare for licensing exams
- Tuition assistance in the form of Individual Training Accounts (ITA's) for classroom/occupational skills training in demand occupations
- On-the-Job Training opportunities to learn job skills while earning a paycheck.
- Resume skill matching technology
- Supportive Services
- Services for individuals with disabilities
- Specialized services for Veterans
- Northstar Digital Literacy
- Specialized services for Youth

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- e. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

The workforce activities in the two county local area are coordinating with the local and regional transportation systems, including public transportation within the counties. However, a major challenge lies in the transportation needs as both counties are rural areas with no or very little public transportation available outside of the cities. Many households lack a licensed driver or a vehicle. The LWDB and Career Centers are working with transportation coalitions in contiguous counties to put in place and or to explore options for expanding the transportation systems throughout the county. Also to extend routes into neighboring counties where individuals could possibly commute to work. Ideas of discussion include partnership with employers to provide van services to transport individuals to/from employment; Uber program and exploring options to provide transportation through volunteer groups. The LWDB has also established a supportive services policy necessary to enable an individual to participate in training and or accept or retain employment through the specific supportive services such as transportation allowances, child care, licensing fees, etc. but also allows for other necessary supportive services to be considered on a case by-case basis, if not available through another means.

- f. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training to staff, technical assistance, or methods of sharing information.

To the LWDB's knowledge, other than the MOU among partners, there are no such replicated cooperative agreements in place in our LWDA.

Nonetheless, ACCES-VR has cross trained staff in the past. ACCES-VR has counselors available to all the local One-Stop centers. They are available to provide technical assistance with participants with disabilities as needed or requested. The partners have worked on formalizing the referral process among themselves.

- g. Describe the direction given to the One-Stop System Operator to ensure priority for Adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

As a long term workforce professional, the LWDA One-Stop Operator is well acquainted with what is needed to make sure that priority for adult career and training services is given to recipients of public assistance, other low-income individuals who are basic skills deficient. In addition, we do discuss this regularly with our WDB and our local program monitors. There is also a Priority of Service Policy that outlines requirements to ensure priority of service is provided to veterans, recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. Both career centers have copies of this policy and have been discussed with the staff.

- h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section

188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

- i. The physical and programmatic accessibility of facilities, programs, and services;

The The One-Stop Operator and One-Stop partners will comply with the non-discrimination requirements of WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990 that regard the physical and programmatic accessibility of facilities, programs and services by: ensuring that all AJC and partner staff receive training on these requirements; include language related to these requirements in all contracts and agreements to ensure all contractors abide by these regulations in the delivery of services; delivering services and maintaining a culture of inclusiveness; and continually assessing physical and program accessibility to ensure compliance with the law.

- ii. Technology and materials for individuals with disabilities; and

The technology and materials available for individuals with disabilities include:

Accessible Computer – HP Compact 8200 Elite PC; HP 25" Monitor; Split-Level Work Station with Ergonomic Mouse; Large Print Keyboard; and other ergonomic input devices and systems that allow better communication with individuals who are deaf or hard of hearing; Claro Read Software to support reading and writing ; Dragon Naturally Speaking software using recognition of natural speech to create documents.

- iii. Providing staff training and support for addressing the needs of individuals with disabilities.

Training on assistive devices/technology and disability servcies is provided by state agencies and some local partners. The LWDB, One-Stop System Operator, and Career Center staff acetively seek opportunities to improve understanding and service delivery capabilities for individuals with disabilities.

- iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

The role of the One-Stop partners related to the nondiscrimination requirements of WIOA and applicable provisions of the Americans with Disabilities Act is to ensure that all partner staff receives proper training on these requirements and to ensure compliance in the delivery of program services. In addition, these requirements extend to any contract agencies working with One Stop partners.

Business Engagement

- a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

Cayuga Cortland Workforce Development Board (CCWDB) envisions the Local Workforce Development Area (LWDA) as a cohesive workforce structure that is unified locally and

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regionally in its delivery of workforce development services to all participants. Through the One Stop Centers, will come, local coordination and program delivery, in the areas of educational and skill training, business services, and job connections for all customers, job seekers and employers in the local area. The CCWDB will work with the partners to empower our local community stake holders and businesses ensuring that our workforce, current and future, is enlisted with the necessary skills and competencies to maintain and obtain jobs within our demand-occupations both locally and regionally. This will be obtained by development of a competency model dealing with competencies in:

Personal effectiveness (interpersonal skills, dependability and reliability, lifelong learning, professionalism);

Academic effectiveness (basic computer(digital literacy) skills, reading, writing, communication-listening-speaking, critical and analytic thinking, Math and science);

Workplace effectiveness (fundamentals of business, teamwork, problem solving and decision making, sustainable practices, planning and organization, working skills with tools and technology);

More intensive training in Industry-Manufacturing and Sector wide technical training.

- i. If applicable, describe the local area's use of business intermediaries.

NA

- b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

These are some strategies used to support our local workforce development system as it works to identify and meet the needs of businesses in the local area: we work with a Business Services team from NYSDOL who also provides assistance to businesses to find qualified workers; the BST provide Job Posting/Referral services, Recruitment, Pre-screening and Interviewing assistance; allow the businesses the use of our two local career centers for recruitments; staff at the career center develop Customized Training to upgrade the skills of incumbent workers through On-the-Job Training subsidies that offset the cost of training workers, provide Tax Credit Information, Labor Market Information; and can provide space for interviewing and or testing sites and are providing training through either Coursera on line programming for many certifications. The LWDB can assist in accessing different grant funding for employee training initiatives and Rapid response services. We also maintain a close working relationship with our local Chamber of Commerce offices and the Economic Development Offices.

- c. Describe how the local area's workforce development programs and strategies will be coordinated with regional economic development activities.

The Director of the CCWDB and the E&T Directors of each center, take an active role in meeting with the local chamber offices as well as the local economic development staff

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for updates on economic development activities in our areas and regions. The last local plan was developed in coordination of the Central NY REDC goals and vision. Information shared on economic development activities, new business development/expansion and the background and skills needed by the local workforce is used to inform and shape workforce development programs and services. Staff of the LWDB and the Career Centers meet with Workforce and Economic Development partners monthly through a local group call the "Street Beaters".

- i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

These programs are used to help develop individuals that are interested in entrepreneurial skills training and microenterprise services and businesses. The SBDC works closely with Economic Development to assist candidates to access the resources (grants, loans, etc.) available through Economic Development programs. The LWDB and career center staff introduces the programs and help promote the idea of starting a business with individuals accessing career center services. Individuals expressing an interest in starting a business are referred to the Small Business Development Center (SBDC) and Senior Core of Retired Executives (SCORE). Also, locally in the Cortland County area, there is an entrepreneurial program at SUNY Cortland which we are actively working on creating a partnership with -hoping that the students and Dean of that program will assist any of our customers who have a desire to become entrepreneurs and or looking for microenterprise services.

- d. Describe how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

Rapid Response activities are coordinated by a Regional Rapid Response Coordinator at the New York State Department of Labor. The Coordinator takes the lead in reaching out to impacted companies, and disseminating relevant information to the LWDB and partner agencies. General announcements of anticipated plant closures or lay-offs are shared with career center staff. The Regional Coordinator involves career center staff in the actual delivery of program services. We are in constant contact with this office whenever services or activities are required.

Program Coordination

- a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

Most if not all One Stop Career Centers have a connection with the UI program. Re-employment services are delivered to unemployment insurance recipients at the One-Stop Career Centers. Staff includes both county and NYSDOL staff who have worked together and established common processes to deliver services in a coordinated and

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seamless manner. Regular communication and information sharing through all staff meetings and trainings enhance the linkages between the one stop delivery system and unemployment insurance programs. The staff at the local career centers (County employees) have been working with job seekers and employers to provide necessary and required services such as the LWDA's programs and strategies also strengthening the linkages between the One-Stop delivery system and Unemployment Insurance through several approaches including:

Conducting Unemployment Insurance (UI) appointments in our two local offices, reviewing barriers to employment and promoting supportive services available through the NYSDOL and local workforce partners such as BOCES, ACCES-VR, DSS and local colleges.

Referring UI customers to local classroom training opportunities, on-the-job training programs, job fairs and recruitments, businesses looking for employees, health insurance navigators and other services available through partner programs.

Assisting businesses with hiring grants which target dislocated workers and long-term unemployed individuals.

Assisting businesses in times of downturn by promoting Shared Work programs, Rapid Response Services and the Trade Adjustment Assistance (TAA) Program. Shared Work allows businesses to retain valuable staff and reduce payroll costs by enrolling employees in partial UI benefits. Rapid Response customers are commonly unemployed due to mass layoffs or plant closure and are case-managed by staff until they are once again connected to meaningful employment. TAA is a federal program that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. Staff work with TAA customers to help them obtain weekly benefit payments, wage subsidies and training opportunities.

Sharing information regarding available services relating to UI at Partners' Meetings, meetings with the IDA/economic development offices, workforce development events, local government officials and on our website for participants and local businesses.

- b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

- i. Coordination of relevant secondary and postsecondary education programs;

Postsecondary education programs used in the LWDA must be approved providers/programs on the NYS ETPL as well as the program leading to a demand occupation. Coordination of the secondary education programs, including literacy and basic skills training, are provided through Cayuga and Cortland career center staff and county community programs (DSS) and BOCES services in both counties. The LWDB has

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established procedures for providing the LWDA with information on available program services and a process to refer candidates for these services.

- ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

The Cayuga Cortland Workforce Development Board has developed sub-committees that are used as a mechanism to bring together partner agencies in addressing education and workforce activities and coordinating of strategies to improve and develop better service delivery. The sub-committees include: Budget/Finance; Planning and Operations; Strategic Planning; Board Maintenance; Youth Advisory. These committees include representatives from community partners, local business and education and training agencies, and will meet as needed to coordinate services, work to eliminate duplication and improve program services.

- iii. A description of how the LWDB will avoid duplication of services.

the The Workforce Development Board Director/OS Operator, Planning and Operations Committee and Workforce Partners will review system services to identify any duplication and work to improve and streamline all services provided by the local workforce development system

- c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

The LWDB will maintain its robust collaboration with state employment services as mandated by the Wagner-Peyser Act. As designated MOU Partners and local collaborators within our One Stop system, we engage with all partners to create coordinated strategic approaches. By implementing cross-training initiatives for staff and establishing co-located services across multiple facilities, we can streamline customer service delivery and reduced redundant services.

- d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center System. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

The LWDB established a comprehensive WIOA MOU that encompasses all one-stop system partner programs as signatories. This agreement defines coordinated career service delivery protocols, establishes systematic customer referral processes, and ensures equitable system access. The implementation strategy includes designated program liaisons and cross-training initiatives to enhance staff capacity and service integration across all partner organizations. The WIOA MOU Partners include: CEOs of Cayuga and Cortland Counties; NYSDOL; Cayuga and Cortland County Offices of Employment & Training; Job Corps; NYSED; ACCESS-VR; OCFS/SYSCB; SCSEP; CTE; TANF

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(both Cayuga and Cortland Counties). Cayuga County also has a current MOA with Cayuga Onondaga BOCES as well as Cayuga Community College for the General Education Diploma (GED) Prep classes.

Title II Program Coordination

- a. Provide a description of the LWDB's strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school youth (OSY) and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

Vision: The Cayuga Cortland Workforce Development Board's vision for our Local Workforce Development Area (LWDA) is to be a universal access point that promotes job growth and self-sufficiency for all businesses and individuals.

Goals: Workforce Innovation and Opportunity Act (WIOA) programs in the CCWDA governed in a seamless system that is coordinated with both the State Plan and the regional sector-based workforce strategies that align with the NYS Regional Economic Development Council (REDC) strategic planning.

Service Delivery: Services will meet the needs of businesses through public-private sector partnerships such as education, government, and community, with priority given to removing barriers to employment for individuals with disabilities, veterans, formerly incarcerated persons, disconnected youth, individuals in economically distressed communities, adults with limited literacy or English language proficiency who lack a High School Equivalency (HSE), adults with limited literacy who have a HSE, and other special populations. Services will include: job development, job posting, job match and referral, basic skills training, occupational training in career pathways, HSE preparation, and employment support services. Services are easily accessible to provide all individuals with equal opportunity to work or obtain training, and frontline staff is able to seamlessly move individuals to applicable services. The LWDA partners will, to the extent possible, target adults who have low literacy skills, those who are underemployed, are English language deficient and those who lack a high school diploma or equivalent utilizing strategies to engage participants in Title II activities.

Accountability: Meaningful performance metrics will be reported to support evidence-based and data-driven workforce investments and decisions, and accountable and transparent programs. This includes alignment of technology, metrics, and data systems across programs. The CCWDB recognizes that the number of the local area's out-of-school youth and adults who have low literacy skills or lack a high school diploma or the equivalent are considerably below State-wide averages and the LWDA's One-Stop Partners are determined to improve these metrics, even though they realize that to do this will require a long-term concentration on a task that will realize incremental improvement.

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- b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

The LWDB will work closely with One Stop Partners within the Local Workforce Development Area to identify and recruit eligible Title II participants. The CCWDB will encourage and support local Title II Service Providers to develop a marketing and outreach program to provide needed employment, training, education and supportive services to community members who lack a high school diploma and/or are basic skills and English-language deficient. The CCWDB will create opportunities for Title II providers to regularly update One Stop Partners through ongoing and direct outreach with agencies providing services to the target populations. Updates will consist of current and upcoming Title II offerings, as well as the various support programs that target specific populations. Through these efforts, One-Stop Partners will have the tools to facilitate the marketing of programs to clients and the referring of prospective participants. One-Stop services are marketed broadly to prospective participants throughout the workforce delivery area. Marketing channels include the CCLWDA's website, partner websites, flyers, catalogs and other materials distributed throughout the community to include job fairs, community events, and social media. Resulting applicants recruited through these means are encouraged to provide background information that helps One Stop staff and partners to determine eligibility and initiate referrals. The CCWDB and partner programs have built close working relationships, which ensure that the residents in the 2 county area needing education and career services are best served. Using the established referral process, One Stop Career Center staff and partner agencies refer clients who need services to Title II providers for registration/enrollment, which links clients to community career services, training opportunities and supportive services. These referrals include community members who lack a high school diploma and those that are basic skills deficient. These individuals are possible candidates for program activities that include: job search, job readiness assistance, job skills training/vocational education, educational training and work experience. Career counseling/case management is an essential component in the delivery of services within the Local Workforce Development Area. This process facilitates a comprehensive customer-centered delivery system that utilizes the strengths of partner agencies within the workforce development system. The "system" provides job placement, career planning, preparation and training, linkage to supportive services, English language assistance, and job retention activities in order to offer a variety of services beyond those available from any single agency. This results in linkages and strategies that promote interagency communication and coordination for improving the balance between participant management and administrative requirements. Career counseling/case management for Title II participants will be driven by an individual's employment plan. The employment planning process is intended pinpoint a participant's specific needs and engages all partners relevant to implementing that plan to ensure the individual is given all the necessary available resources to overcome any identified barriers.

- c. Identify how the LWDB will facilitate the development of career pathways and co-enrollment in academic training programs.

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The CCWDB supports the development of career pathways as a workforce development strategy to link basic academic education provided by Title II providers to occupational skills training programs. When this type of programming is combined with integrated support services from partner agencies, community members are positioned to advance over time to higher-level training and education and to living wage jobs within local industry sectors. Career pathways are organized as a series of steps that lead community members towards employment with industry recognized credentials, certificates and/or licenses. The selection of specific career pathways is identified locally through business sector engagement and developed collaboratively by the community of partners, specifically occupational training program providers. Pathways will be highlighted by those sectors that need skilled employees and also have local promotional opportunities.

- d. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

The LWDB aligns with six key state goals by:

1. Business Alignment: Using surveys and discussions with businesses to guide service offerings
2. Barrier Support: Expanding program supports and measuring progression of priority populations through WIOA Youth elements
3. Priority Industries: Focusing resources on state-identified priority industries
4. Resource Alignment: Supporting common data collection, measures, and braided funding with partners
5. Existing Worker Support: Shifting efforts toward follow-up services and incumbent worker offerings
6. Pipeline Strengthening: Providing continuum of services from high school through retirement with stackable credentials

Youth Activities

- a. Provide contact details of Youth Point(s) of Contact for your local area including: Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs.

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Cayuga Works Career Center

Jim Alberici

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Cortland Works Career Center

Alexis Amsden

99 Main St., Cortland, NY; 607-218-3758; aamsden@cortlandcountyny.gov

- b. Provide the number of planned enrollments in Program Year (PY) 2025 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. *

- i. New OSY

25

- ii. Carry-over OSY

21

- iii. New ISY

6

- iv. Carry-over ISY

3

- v. Work experiences

20

***Note:** PY 2025 enrollments will provide the baseline estimate for the remaining three (3) years of the Local Plan.

- c. In Attachment G, Youth Services, located on the New York State Department of Labor (NYSDOL) LWDB Resources [website](#) under the Planning Templates filter, identify the organization providing the Design Framework, which includes Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

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d. Explain how providers and LWDB staff ensure the WIOA elements:

- i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

All WIOA youth programs follow a standardized framework centered on objective assessment to evaluate academic levels, skills, and barriers upon enrollment and an Individual Service Strategy (ISS), which is connecting assessment results to measurable goals and the 14 WIOA Youth Program Elements. Depending on needs, staff can support work-based learning, career readiness workshops, leadership development, community resource connections, mentoring, supportive services, credential attainment support, and post-secondary education/employment transition.

- ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

To ensure all youth are served including those with disabilities there is a common process to access the youth programs and services. The LWDA also has a partnership with partner agencies including ACCESS/VR and other disability service providers that are able to conduct outreach and coordinate with the programs that can assist those youth along with providing staff training.

Individualized support, assistive technologies and communication aids, and customized work-based learning with ongoing support is available. Staff strive to ensure equitable access to all 14 WIOA Youth Program Elements, empowering youth with disabilities to achieve meaningful employment and independence.

- e. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment. and engagement strategies.

Developing new and continuing to strengthen existing partnerships with human service agencies and partners. Staff in the One Stop centers are regularly collaborating with DSS offices, Probation, county jails and courts, homeless shelter and coordinator, drug and alcohol agencies (Grace House, Auburn, NY), local HS guidance counselors, and BOCES for referrals of youth.

Marketing strategies: Promoting success stories on social media pages, posting and sending out flyers at the community agencies as well as the local Chamber of Commerce offices, networking with employers and businesses regarding youth employment and paid-work experience opportunities.

Engagement Strategies: Monthly/weekly meetings with youth for guidance, staff providing quality comprehensive assessment interviews to help assist with planning of appropriate work experience placements to ensure positive outcomes. Providing positive feedback and encouragement to the youth to increase self-esteem, which can directly influence work performance and new skill development

- f. Does your local area plan to serve ISY and/or OSY using the “Needs Additional Assistance” qualifying barrier for eligibility?

☒ Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #[19-02](#)).

☐ No (Not required to attach a policy).

- g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #[19-02](#).

Administration

- a. Identify the entity responsible for the disbursal of grant funds as determined by the Chief Elected Official(s) (CEO(s)) or Governor.

Cortland County Employment & Training Grant Administration is the fiscal entity responsible for the administration of grant funds awarded to the Cayuga Cortland Workforce Development Area.

- b. Describe the competitive process to be used to award subgrants and contracts for WIOA Title I activities in the local area.

As the E&T Grant Administration Department is a department of County Government, the LWDA follows Cortland County and NYS Procurement Policy for competitive bidding and awarding of contracts. A copy of the policy can be found at the LWDB office at 60 Central Ave, Cortland, NY. As part of this policy, grant and RFP/RFI's contract information is posted in local media for review, comment and bid. Exceptions to the county policy are services funded with Individual Training Accounts (ITA's), On-the-Job Training and services for youth. Consistent with NYS policy, the LWDA authorizes payment to cover the cost of training for job seekers in the form of Individual Training Accounts (ITA'S) and On-the-Job training program. ITA's are issued to an approved training provider on the NYS Eligible Training Providers List (NYS ETPL). Training providers can submit proposals to the NYS ETPL at any time. The proposal is then reviewed for approval, per NYS policy, by LWDB staff. The list is continually updated as new proposals are approved. Other employment program/services are procured through a competitive bid/Request for Proposal (RFP) process as needed which is overseen/approved by the WDB.

- c. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), service providers, and the One-Stop delivery system, in the local area.

At this time, NYSDOL is asking that these performance measures be accepted at the previously established NYSDOL counteroffer, making them the final negotiated LWDB Performance Goals for the Cayuga-Cortland LWDB. This is to ensure that NYS can maintain satisfactory performance while also ensuring the best possible outcomes for those served throughout the workforce development system. Local PY 25 Goals listed below:

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Negotiated PY 25 Goals for the LWDA:

Employment Rate 2nd Qtr after Exit - A: 67%; DW: 65%; Youth: 62.5%
 Employment Rate 4th Qtr after Exit - A: 67%; DW: 67%; Youth: 62.5%
 Median Earnings 2nd Qtr after Exit - A: \$7,700; DW: \$7,750; Youth: \$3,900
 Credential Attainment 4th Qtr after Exit - A: 60.%; DW: 53%; Youth: 61%
 Measurable Skills Gains - A: 62.0%; DW: 63.0%; Youth: 52.5%

- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:
- i. It is certified and in membership compliance;
 - ii. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;
 - iii. All One-Stop Career Centers in the local area have achieved at least an 80% score in the most recent Career Center Certification process; and
 - iv. The local area meets or exceeds all performance goals.

These tasks are ultimately the responsibility of the Director of the CCWDB.

The Cayuga Cortland WDB is currently certified and its membership has been reviewed at each recent Quarterly Board meeting. The membership is kept apprised of expiring board terms and is asked for input regarding potential board openings.

The local MOU has been submitted. It will be fully executed upon DOL approval and the attainment of all necessary electronic signatures. Currently, the One-Stop Operator is, with approval by NYSDOL with appropriate firewalls in place, also the WDB Director. All required policies are reviewed and implemented by staff. Policies and procedures are discussed and reviewed frequently at staff meetings.

The Career Center Certification is completed, as the Cayuga Works Career Center is now located in a newly renovated building owned by Cayuga Community College, this building meets ADA standards and all other necessary processes and modifications, including equipment, necessary are currently in place, and CCC is the lease holder with Cayuga County subleasing to NYSDOL. The Cortland Works Career Center is in a privately leased building that meets ADA standards and all other necessary processes and modifications, including equipment, are necessary currently in place. The County of Cortland holds the lease on this building and subleases to NYSDOL. The Cortland Works Career Center is currently waiting for SUNY Cortland to finalize the purchase of new building not far from its current Main St location, and will be then signing a lease with SUNY Cortland (building owner) to move into that new space, projected move date of 12/2025. Cortland County will continue to sublease to NYSDOL.

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The LWDA will meet or exceed its performance goals, as we played an intimate role in negotiating our performance measures and felt them to be attainable measures and we have a long history of meeting and exceeding the required performance goals.

Training Services

- a. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

Training services will be provided in the LWDA in the following manner:

The training program must address the skills needed for jobs that must also be listed in the Demand Occupation List found in the local or Central NY regional labor market. The training must also be included on the NYSDOL Eligible Training Provider List (ETPL).

Classroom/occupational skills training programs will be provided by issuing ITA's to providers on the NYS ETPL for occupational skills training programs that lead to a certificate, degree or license. The training program must address the skills needed for jobs in demand in the local or regional labor market.

The ITA Cap is determined by policy and procedures determined and executed by the LWDB. ITA funded training must be able to be completed in no more than 24 months. The individual must be below the self-sufficiency standard established by the LWDB. The Self-Sufficiency definition states that Individuals earning life sustaining wages or greater, and employed full-time are considered self-sufficient and therefore, ineligible for an ITA. Fulltime employment status is determined by the current employer. ITA funded training must be linked to employment opportunities found to be in demand in the local labor market, or in a neighboring labor markets within a reasonable commuting distance. The In-Demand Occupation (IDO) list is reviewed yearly for updating. Employment training opportunities outside the IDO can be discussed and can be determined acceptable for funding. The LWDA On-the-Job Training and ITA Customized Training policies are available to view at CCWDB offices located at 60 Central Ave, Room B38, Cortland, NY 13045

- b. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

An ITA will be authorized to providers listed on the NYS ETPL on behalf of the individual approved for training. All ITA's include the participant name, program name, start/finish date and the amount authorized. Also there will be OJT contracts carried out by providing completed OJT contract documentation and required verifications.

- c. Describe how the LWDB will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

The LWDB ensures informed customer choice through a comprehensive, customer-centered approach that begins with thorough assessment of individual skills and needs. Following this assessment, customers are guided to utilize the local Demand Occupation list and the Eligible Training Provider list, providing them with the foundational

information necessary to make informed training decisions. Essential training information is made readily accessible to customers through multiple channels. Information can be accessed through physical copies at the Career Center or online. During the comprehensive assessment and Individual Employment Plan development process, customers engage in detailed discussions about their training program and provider choices. This ensures that selected training aligns with the customer's specific employment goals and career aspirations. From initial contact to making a final decision, there is an informed customer choice through assessment-based guidance, accessible information, collaboration, planning, staff support, and a comprehensive review. This allows autonomy and freedom, while still meeting individual career goals.

Public Comment

- a. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.*

The local plan was posted on the front page of the Cayuga Cortland WDB website page on July 31, 2025 allowing partners and the community to contact the CCWDB Office for comments. The website is: www.cayugacortlandworks.org.

A hard copy for review is located at the Cayuga Cortland Workforce Development Office located at 60 Central Ave., Rm B38, Cortland NY 13045.

***Note:** Per WIOA §679.560(e), comments representing disagreement with the contents of the Local Plan must be submitted with the Plan.

List of Attachments

Please complete all attachments listed below.

Attachment A – In-Demand Occupation List Template

Attachment B – Units of Local Government

Attachment C – Fiscal Agent

Attachment D – Signature of Local Board Chair

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Attachment E – Signature of Chief Elected Official(s)

Attachment F – Federal and State Certifications

Attachment G – Youth Services Chart

Original signature pages for Attachments D, E, and F must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](#)). LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan
New York State Department of Labor
Division of Employment and Workforce Solutions
W. Averell Harriman State Office Campus
Building 12, Room 440
Albany, NY 12226

All other attachments must be submitted via email with the LWDB Local Plan Template.

In addition to these attachments, LWDBs must provide copies of the agreements listed in Part [\(d\)](#) of the Program Coordination section of this template. If possible, it is preferable to provide a list of hyperlinks to these agreements available on the LWDB website.

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Priority Occupations Cayuga Cortland LWDA

<u>Latest O*NET-SOC</u>	Occupational Title
13-2011	Accountants and Auditors
45-2091	Agricultural Equipment Operators
19-4012	Agricultural Technicians
53-3011	Ambulance Drivers and Attendants, Except Emergency Medical Technicians
39-3091	Amusement and Recreation Attendants
39-2021	Animal Caretakers
49-3021	Automotive Body and Related Repairers
49-3023	Automotive Service Technicians and Mechanics
35-3011	Bartenders
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
53-3051	Bus Drivers, School
15-2051.01	Business Intelligence Analysts
51-3021	Butchers and Meat Cutters
27-4031	Camera Operators, Television, Video, and Film
47-3012	Carpenter Helpers
47-2031	Carpenters
47-2041	Carpet Installers
41-2011	Cashiers
35-1011	Chefs and Head Cooks
21-1021	Child, Family, and School Social Workers
39-9011	Childcare Workers
13-1041	Compliance Officers
17-2061	Computer Hardware Engineers
51-9161	Computer Numerically Controlled Tool Operators
51-9162	Computer Numerically Controlled Tool Programmers
15-1299	Computer Occupations, All Other
15-1251	Computer Programmers
15-1211	Computer Systems Analysts
15-1232	Computer User Support Specialists
47-2061	Construction Laborers
11-9021	Construction Managers
35-2011	Cooks, Fast Food
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
33-3012	Correctional Officers and Jailers
43-4051	Customer Service Representatives
51-4031	Cutting, Punching, and Press Machine Setters, Operators and Tenders, Metal and Plastic
43-9021	Data Entry Keyers
15-2051	Data Scientists
31-9091	Dental Assistants
29-1292	Dental Hygienists
29-1021	Dentists, General
29-2032	Diagnostic Medical Sonographers
35-9011	
35-9021	Dishwashers
17-3019	Drafters, All Other

Latest O*NET-SOC	Occupational Title
47-2081	Drywall Installers
17-3023	Electrical and Electronic Engineering Technologists and Technicians
51-2022	Electrical and Electronic Equipment Assemblers
17-2071	Electrical Engineers
47-3013	Electrician Helpers
47-2111	Electricians
17-3024	Electro-Mechanical and Mechatronics Technologists and Technicians
51-2023	Electromechanical Equipment Assemblers
17-2072	Electronics Engineers, Except Computer
29-2042	Emergency Medical Technicians
17-2081	Environmental Engineers
19-4042	Environmental Science and Protection Technicians, Including Health
19-2041	Environmental Scientists and Specialists, Including Health
39-9031	Exercise Trainers and Group Fitness Instructors
29-1215	Family Medicine Physicians
11-9013	Farmers, Ranchers, and Other Agricultural Managers
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
35-3023	Fast Food and Counter Workers
33-2011	Firefighters
35-1012	First-Line Supervisors of Food Preparation and Serving Workers
41-1011	First-Line Supervisors of Retail Sales Workers
51-3093.00	Food Cooking Machine Operators and Tenders
35-2021	Food Preparation Workers
11-1021	General and Operations Managers
47-4041	Hazardous Materials Removal Workers
21-1022	Healthcare Social Workers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-3032	Heavy and Tractor-Trailer Truck Drivers
51-9198	Helpers--Production Workers
31-1121	Home Health Aides
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
43-4081	Hotel, Motel, and Resort Desk Clerks
11-3121	Human Resource Managers
13-1071	Human Resources Specialists
17-3026	Industrial Engineering Technologists and Technicians
17-2112	Industrial Engineers
49-9041	Industrial Machinery Mechanics
53-7051	Industrial Truck and Tractor Operators
15-1212	Information Security Analysts
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers
33-3021.06	Intelligence Analysts
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
53-7062	Laborers and Freight, Stock, and Material Movers, Hand
37-3011	Landscaping and Groundskeeping Workers
23-1011	Lawyers
43-6012	Legal Secretaries and Administrative Assistants
29-2061	Licensed Practical and Licensed Vocational Nurses
53-3033	Light Truck or Delivery Services Drivers

Latest O*NET-SOC	Occupational Title
13-2072	Loan Officers
51-4041	Machinists
37-2012	Maids and Housekeeping Cleaners
49-9071	Maintenance and Repair Workers, General
49-9043	Maintenance Workers, Machinery
11-9199	Managers, All Other
17-3027	Mechanical Engineering Technologists and Technicians
17-2141	Mechanical Engineers
11-9111	Medical and Health Services Managers
31-9092	Medical Assistants
19-1042	Medical Scientists, Except Epidemiologists
43-6013	Medical Secretaries and Administrative Assistants;
31-9094	Medical Transcriptionists
21-1014	Mental Health Counselors
49-9044	Millwrights
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
15-1244	Network and Computer Systems Administrators
29-1170	Nurse Practitioners
31-1131	Nursing Assistants
31-2011	Occupational Therapy Assistants
43-9061	Office Clerks, General
47-2073	Operating Engineers and Other Construction Equipment Operators
29-2081	Opticians, Dispensing
53-7064	Packers and Packagers, Hand
23-2011	Paralegals and Legal Assistants
29-2043	Paramedics
39-9021	Personal Care Aides
13-2052	Personal Financial Advisors
29-1051	Pharmacists
29-2052	Pharmacy Technicians
31-2022	Physical Therapist Aides
31-2021	Physical Therapist Assistants
29-1123	Physical Therapists
29-1071	Physician Assistants
29-1229	Physicians, All Other
47-2152	Plumbers, Pipefitters, and Steamfitters
33-3051	Police and Sheriff's Patrol Officers
13-1082	Project Management Specialists
29-2034	Radiologic Technologists and Technicians
43-4171	Receptionists and Information Clerks
39-9032	Recreation Workers
53-7062.04	Recycling and Reclamation Workers
29-1141	Registered Nurses
29-1126	Respiratory Therapists
41-2031	Retail Salespersons
47-2181	Roofers
41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
33-9032	Security Guards
51-9141	Semiconductor Processing Technicians
47-2211	Sheet Metal Workers
43-5071	Shipping, Receiving, and Inventory Clerks

Latest O*NET-SOC	Occupational Title
21-1093	Social and Human Service Assistants
47-2231	Solar Photovoltaic Installers
29-1127.00	Speech-Language Pathologists
53-7065	Stockers and Order Fillers
51-2041	Structural Metal Fabricators and Fitters
21-1011	Substance Abuse and Behavioral Disorder Counselors
17-3031	Surveying and Mapping Technicians
47-2082	Tapers
25-3099	Teachers and Instructors, All Other
51-2092	Team Assemblers
43-3071	Tellers
51-4111	Tool and Die Makers
31-9096	Veterinary Assistants and Laboratory Animal Caretakers
29-2056	Veterinary Technologists and Technicians
35-3031	Waiters and Waitresses
51-4121	Welders, Cutters, Solderers, and Brazers
49-9081	Wind Turbine Service Technicians

Attachment B: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the Chief Elected Official (CEO) Grant Recipient has designated a local grant subrecipient to administer the Workforce Innovation and Opportunity Act (WIOA) pursuant to WIOA §107, please indicate the unit of local government designated as the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on **Attachment C: Fiscal Agent**.

Unit of Local Government	Grant Subrecipient
	Yes
Cortland County Legislature	☐
Cayuga County Legislature	☒
	☐
	☐
	☐

§107(c)(1)(B)(i) – In a case in which a local area includes more than one (1) unit of general local government, the CEOs of such units may execute an agreement that specifies the respective roles of the individual CEOs.

If the Local Workforce Development Area is composed of more than one (1) unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

☒ Yes ☐ No

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of Labor

Attachment C: Fiscal Agent

Workforce Innovation and Opportunity Act (WIOA) §107(d)(12)(B)(i)(II) provides that the Chief Elected Official (CEO) Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the CEO or the Governor of the liability for any misuse of grant funds. If the CEO identified a fiscal agent to assist in the administration of grant funds, please provide the name of the fiscal agent.

Fiscal Agent
Cortland County - E&T Grant Administration Office

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ATTACHMENT D: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Years 2025-2028, for WIOA Title I
Programs**

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and federal laws, regulations, and policies;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that this Plan was developed in collaboration with the LWDB and is jointly submitted with the CEO(s) on behalf of the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Date:		Signature of LWDB Chair:	
Mr. ☐		Typed Name of LWDB Chair:	
Ms. ☐		Nicole Meeker	
Other ☐			
Name of LWDB:	Cayuga Cortland Workforce Development Board		
Address 1:	60 Central Ave., Rm B38		
Address 2:			
City:	Cortland		
State:	NY	Zip:	13045
Phone:	607-753-5071	E-mail:	abuggs@cortlandcountyny.gov

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ATTACHMENT E: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Years 2025-2028, for WIOA Title I
Programs**

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the LWDB was duly elected by the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Note: A separate signature sheet is required for each local CEO. If additional pages are necessary, please replicate this document for each CEO.

Date:		Signature of Local CEO:	
Mr. ☒		Typed Name of Local CEO:	
Ms. ☐		Kevin Fitch	
Other ☐			
Title of Local CEO:		Chairman of Cortland County Legislature	
Address 1:		60 Central Ave.,	
Address 2:			
City:		Cortland	
State:		NY	Zip: 13045
Phone:		607-753-5048	E-mail: kfitc@cortlandcountyny.gov
Are you the Grant Recipient CEO? Yes ☒ No ☐			

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ATTACHMENT E: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Years 2025-2028, for WIOA Title I
Programs**

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the LWDB was duly elected by the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Note: A separate signature sheet is required for each local CEO. If additional pages are necessary, please replicate this document for each CEO.

Date:		Signature of Local CEO:	
Mr. ☒		Typed Name of Local CEO:	
Ms. ☐		Jonathan Anna	
Other ☐			
Title of Local CEO:		Chairman, Cayuga County Legislature	
Address 1:		160 Genesee St.- #6B2	
Address 2:			
City:		Auburn	
State:		NY	Zip: 13021
Phone:		315-253-1308	E-mail: janna@cayugacountyny.gov
Are you the Grant Recipient CEO? Yes ☐ No ☒			

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ATTACHMENT F: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this Contract is provided by the United States Department of Labor which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. By signing this Contract, the prospective lower tier participant certifies, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall provide an explanation.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By signing this Contract, the Contractor hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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C. DRUG FREE WORKPLACE

By signing this Contract, the Contractor certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at the Contractor's office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in a program or activity that receives financial assistance under Title I of WIOA;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contractor also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

E. BUY AMERICAN NOTICE REQUIREMENT

In accordance with Section 502 of the WIOA, none of the funds made available under the WIOA may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

F. SALARY AND BONUS LIMITATIONS

No federal funds appropriated annually under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in 2 CFR 200.330. See Training and Employment Guidance

WE ARE YOUR DOL



Letter number 5-06 for further clarification. Where applicable, the Contractor agrees to comply with the Salary and Bonus Limitations.

G. VETERANS' PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the Contractor agrees to comply with the Veteran's Priority Provisions.

H. FUNDING DISCLOSURE

In accordance with Section 516 of the 1989 Department of Labor Appropriations Act, the Contractor agrees that when issuing statements, press releases, requests for proposals, bid solicitations or other documents describing the project or program, the Contractor shall clearly state:

- a. The percentage of the total costs of the program or project which will be or is being financed with federal money;
- b. The dollar amount of federal funds for the project or program; and
- c. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

STATE CERTIFICATIONS

I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

By signing this Contract, the Contractor, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

1. No principal or executive officer of the Contractor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
2. The Contractor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
3. The Contractor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

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I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of
Authorized
Representative:

Amy L. Buggs

Title:

Director, Cayuga Cortland Workforce Development Board

Date: 10/01/2025

Attachment: PY 2025 - 2028 Local Plan All Pages 10012025 (13302 : Authorize the Chairman of the Cortland County Legislature to Sign Local

WE ARE YOUR DOL



Department
of Labor

Name of Local Area: Cayuga-Cortland

Attachment: PY 2025 - 2028 Local Plan All Pages 10012025 (13302 : Authorize the Chairman of the

Name of Local Area: Cayuga Cortland LWDA

[illegible]

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 4****Authorize Agreements for Administrative and Program Services - Office for Aging**

WHEREAS, Cortland County Agency for Aging and other departments must execute several contracts for various administrative and program services for the 2026 calendar year; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee as to form and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute agreements through the end of 2026 for or with the following:

CD Choices

Classen Home Health Association

Cortland Chenango Rural Services, Inc. (LASS)

Center 4 Arts

Central New York Regional Transportation Authority (Centro)

Cortland Park Rehabilitation & Nursing Facility

Cortland Repertory Theatre

Crown Park Rehabilitation and Nursing

Guthrie Cortland Nursing & Rehabilitation Facility

Elizabeth Brewster House

Family Counseling Services

Family Health Network

Food Net Meals on Wheels

Homemakers of Western New York (d/b/a Caregivers Home Care)

Integrity Home Care Services

JA Food Service

J.M. Murray Center

KPH Healthcare Services/Kinney Drugs

Language Line

Mom's Meals

Portzline Day Program & Respite Center, LLC

Portzline Family Home

Resource Center for Independent Living

Rural Roots Nutrition

Scott United Methodist Church

Self-Direct, Inc./Response4HELP

SEPP Corporation

Seven Valley Health Coalition

SCC MedQR

SUNY Cortland

Syracuse University
The Scott Club, Inc. (LASS)
TLC Medical Transportation Services, Inc.
Visiting Nurse Service of New York Choice
Town of Preble (LASS)
Town of Willet (LASS)
Town of Truxton (LASS)
Truxton United Methodist Church
Virgil United Methodist Church (LASS)
Walden Place
Walgreens Co.
Walmart Stores, Inc.
Wegmans
YMCA
YWCA

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 5****Authorize Agreements Department of Social Services Foster Care and Detention**

WHEREAS, the Cortland County Department of Social Services must be able to purchase foster care, detention and adoption services for specialized care and placement of children; AND

WHEREAS, the payment rates for such services are established by New York State as Maximum State Aid Rates; AND

WHEREAS, the funds are expended once services are required and provided; AND

WHEREAS, payments for such services are made from one of the following accounts; A60105.56109, A60105.56119, or A60105.56123; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute contractual agreements in 2026 for foster care, detention and adoption services with licensed agencies and/or foster care parents licensed or otherwise authorized by the New York State Office of Children and Family Services; AND BE IT FURTHER

RESOLVED, that the said agreements shall be contingent upon the approval of the County Attorney or designee and subject to appropriation of funding by the Legislature.

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR

AGENDA ITEM NO. 6

Authorize Agreements Department of Social Services Qualified Independent Assessments

WHEREAS, the Cortland County Department of Social Services must be able to purchase Qualified Independent Assessments from state authorized individuals or agencies to comply with Families First legislation requirements for children placed in qualifying residential foster care centers; AND

WHEREAS, the payment rates for such services are negotiated as needed with qualified entities available and able to perform such assessments within required timeframes; AND

WHEREAS, the funds are expended once services are required and provided; AND

WHEREAS, payments for such services are made from the A60105.54800 Program Expense account; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute contractual agreements in 2026 for Qualified Independent Assessments with individuals or agencies authorized by the New York State Office of Children and Family Services; AND BE IT FURTHER

RESOLVED, that the said agreements shall be contingent upon the approval of the County Attorney or designee and subject to appropriation of funding by the Legislature.

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR

AGENDA ITEM NO. 7

Authorize Agreements Department of Social Services Work Experience Sites

WHEREAS, the Cortland County Department of Social Services is required to provide Work Experience activities as part of an Employment Plan required by the New York State Office of Temporary and Disability; AND

WHEREAS, there are no funds paid for such services; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute contractual agreements for dates from 12/31/25 through 12/31/26 for work experience site placements with the following:

Cortland County Office for Aging
Cortland County Clerk
Cortland County Employment and Training
Cortland County Health Department
Cortland County Department of Public Works
Various Non-Profit agencies

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 8****Authorize Agreements Department of Social Services (Several Agencies and Departments)**

WHEREAS, Cortland County Department of Social Services must execute several contracts for various administrative and program services for the calendar year 2026; AND

WHEREAS, such contracts, costs, terms, functional areas and associated account numbers are listed in the attached chart; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements for or with the following for contract terms beginning on or after 12/31/25 and ending on or before 12/31/26:

Accufund/Brisbane
 Catholic Charities
 Cayuga Addictions Recovery Services
 Cayuga Centers
 Children's Home of Wyoming Conference
 Cortland County Office for Aging
 Cortland County Information Technology
 Cortland County District Attorney's Office
 Cortland County Employment and Training
 Cortland County Probation Department
 Cortland County Sheriff's Department
 Cortland County Veteran's Services Office
 Elmcrest Children's Services
 Family Counseling Services
 Hillside Children's Center
 J.M. Murray Center
 Jennifer Genovese, ACSW, LCSW
 Josie's Journey
 LabCorp
 Language Line
 L. Woerner, Inc d/b/a Home Care of Rochester
 Lifeline Systems, Inc.
 Rural Health Institute
 Salvation Army
 Stafking Healthcare Systems, Inc.
 Upstate Services Group
 Vitalshred
 YWCA

CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES CONTRACT AUTHORIZATION LIST FOR 2023

CONTRACTOR	DESCRIPTION	Maximum COST	Contract Terms	FUNCTION	ACCOUNT NUMBER CHARGED TO IN 2021 BUDGET:
Accufund/Brisbane	Representative Payee Software	\$10,000	12/31/25 – 12/31/26	Adult Services	A60105.54015
Catholic Charities	CCSI Parent Partner (STSJP funding)	70,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070
Cayuga Addictions Recovery Services	Behavioral Health Specialist	60,000	12/1/25 – 12/31/26	Child Welfare	A60105.54800.4695
Cayuga Centers	Functional Family Therapy	300,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070 & A60105.56109
Cayuga Centers or Children's Home of Wyoming Conference	Placement Diversion Intensive Prevetive Services	240,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070 & A60105.56109
Children's Home of Wyoming Conference	QI Assessments	10,000	12/31/25 - 12/31/26	Foster Care Admin Expense	A60105.54800
Cortland County Area Agency on Aging	Home Energy Assistance Program	19,500	12/31/25 - 12/31/26	Home Energy Assistance Program	A60105.54815
Cortland County Information Technology	County IT Support	22,000	12/31/25 - 12/31/26	Technical Support - Computers	A60105.54083
Cortland County Employment & Training	Job Search Workshop and Lease/utilities at One Stop	75,000	12/1/24 – 12/31/25	Employment	A60105.54800
Cortland County Probation Department	PINS Diversion Services	231,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070 & A60105.56109
Cortland County Sheriff Department	Fraud Investigations	165,000	12/31/25 - 12/31/26	Fraud	A60105.54083
Cortland County Sheriff Department	On-Site Security	165,000	12/31/25 - 12/31/26	Office Security	A60105.54083
Cortland County Sheriff Department	Detention Transports	6,000	12/31/25 - 12/31/26	Non-Secure Detention	A60105.56123
Cortland County Sheriff Department	On-Call Security Services	8,000	12/31/25 - 12/31/26	Child Protective Services	A60105.54083
Cortland County Sheriff Department	Paper Process Service	5,000	12/31/25 - 12/31/26	Child Support/Child Welfare	A60105.54083
Cortland County Veterans Services Offices	Veterans Services and Referrals to DSS	75,000	12/31/25 - 12/31/26	Temporary Assistance/SNAP/MA	A60105.54083
Elmcrest	Family Support Services	677,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070 & A60105.56109
Family Counseling Services, Inc.	Alcohol and Drug Screens	50,000	12/31/25 - 12/31/26	Temporary Assistance	A60105.54500
Genovese, Jennifer, ACSW, LCSW	Counseling for Caseworkers	6,000	12/31/25 - 12/31/26	Child Welfare Staff Support	A60105.54035
Hillside Children's Services	Foster Home Recruitment and Certification	201,000	12/31/25 - 12/31/26		

CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES CONTRACT AUTHORIZATION LIST FOR 2023

J M Murray Center	Staff Disability Analyst - SSI Determinations	75,000	12/31/25 - 12/31/26	Temporary Assistance	A60105.54083
Josie's Journey	Comfort Dog Services	500	12/31/25 - 12/31/26	Child Welfare Admin	A60105.54035
L. Woerner, Inc d/b/a Home Care of Rochester	Medicaid Personal Care Services	State Medicaid rates	12/31/25 - 12/31/26	Long Term Care	State Paid
LabCorp	Paternity Testing	5,000	12/31/25 - 12/31/26	Child Support	A60105.54500
Language Line	Language translation and hearing-impaired services	Per government rate	On-going service agreement	Department-wide	A60105.54000
Lifeline Systems	Medicaid Personal Care Services	State Medicaid rates	12/31/25 - 12/31/26	Long Term Care	State paid
Rural Health Institute	Warming Center	\$25,000	11/1/25 – 12/31/26	Emergency Services	A60105.54800.4696
Salvation Army	Warming Center	\$515,000	10/1/25 – 4/30/26	Emergency Services	A60105.54800.4696
Stafling Healthcare Systems, Inc	Medicaid Personal Care Services	State Medicaid rates	12/31/25 - 12/31/26	Long Term Care	State paid
Upstate Services Group	Medicaid Personal Care/Assisted Living Services	State Medicaid rates	12/31/25 - 12/31/26	Long Term Care	State paid
VitalShred	Shredding Services	\$3,000	County Clerk contract	Agencywide	A60105.54015
YWCA	Enhanced Non-Residential Services – AVV	25,000	10/1/26 – 9/30/27	Domestic Violence	A60105.54800.4693
YWCA	Non-Residential Services - AVV	66,000	12/31/25 - 12/31/26	Domestic Violence Services	A60105.54083
YWCA	AVV Residential Services	200,000 at State established per diem	12/31/25 - 12/31/26	Domestic Violence Services	A60105.56109, A60105.56140, or A60105.56142

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR

AGENDA ITEM NO. 9

Resolution to Enter into an Agreement with Family and Children Counseling Services

WHEREAS, the Cortland County Mental Health Department and the Cortland County Office for Aging authorizes agreements with Family and Children Counseling Services; AND

WHEREAS, there are no costs to Cortland County; AND

WHEREAS, this agreement will set forth understanding regarding collaborative care coordination activities; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement with Family and Children Counseling Services, of 165 Main Street, Cortland, NY 13045, for collaborative care coordination activities at no cost to the County.

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR

AGENDA ITEM NO. 10

Authorize Agreement with Dr. Gulhati - Mental Health Department

WHEREAS, the Mental Health Department is in need of a youth and adolescent psychiatrists to provide consultation services for the children and youth population served; AND

WHEREAS, it would be in the best interest of the county to provide these services through an outside vendor contractor who specializes in this unique expertise; AND

WHEREAS, Dr. Gulhati, a licensed psychiatrist is the contractor selected to provide this to the Mental Health Department; AND

WHEREAS, Dr. Gulhati will provide consultation services up to four (4) hours a month at a rate of \$250 hr.; NOW THEREFORE BE IT

RESOLVED, that the 2025 Cortland County budget be and hereby has the funds under the contracted medical services line (A.43115.54615); AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to enter into a three (3) year agreement with Dr. Gulhati, M.D. for Mental Health Department children and youth consultation services.

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 11****Appoint Members - Community Services Board and Mental Health Subcommittee**

WHEREAS, the By-Laws of the Cortland County Community Services Board (CSB), Article 3, Section 1 states that the Board shall have separate Subcommittees for Mental Health, Developmental Disabilities, and Substance Use Disorder, each have no more than nine (9) members; AND

WHEREAS, the term of each member of the Subcommittee shall be four (4) years except for the vacancies of unexpired terms; AND

WHEREAS, the Community Services Board and the Mental Health Subcommittee have vacancies due to member resignations; NOW THEREFORE BE IT

RESOLVED, that the following CSB and Subcommittee appointments be made:

COMMUNITY SERVICES BOARD**NAME/ADDRESS****TERM EXPIRATION**

Tammy McCall
5035 Town Line Rd
McGraw, NY 13101
DSS Employee - advocate

12/31/2026
(Completing term of Dr. Pearl
Reed-Klein)

MENTAL HEALTH SUBCOMMITTEE

Janet Johnson, MD
2251 Greenwood Rd
Cortland, NY 13045
Retired Medical Doctor

12/31/2028
(Completing Term of Dr. Pearl
Reed-Klein)

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR

AGENDA ITEM NO. 12

**Authorize Contract Amendment with Community Computer Service, Inc. (MEDENT) to Include
HealtheConnections - Mental Health Department**

WHEREAS, the Cortland County Mental Health Department currently contracts with Community Computer Service, Inc. (MEDENT) for electronic medical record services; AND

WHEREAS, Community Computer Service, Inc. offers a HealtheConnections Health Information Exchange (HIE) subscription which will enhance the exchange of health records and improve the continuity of care for clients; AND

WHEREAS, the subscription cost is \$75 per month per practice (2-5 providers); AND

WHEREAS, the additional cost for calendar year 2025 is covered within the current Mental Health Department budget; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized to execute a contract amendment with Community Computer Service, Inc. (MEDENT) to include the HealtheConnections HIE Subscription at the rate of \$75 per month per practice (2-5 providers), with the cost for 2025 to be paid from appropriations within the 2025 Cortland County Mental Health Department budget.

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 13****Authorize Various Contracts - Mental Health Department**

WHEREAS, the Cortland County Mental Health Department must execute contracts with several organizations and businesses to operate on a day to day basis which are included in the approved budget; AND

WHEREAS, the Cortland County Mental Health Department must execute contracts with several Schools and Universities to provide internship opportunities to students; AND

WHEREAS, there are no costs to Cortland County associated with these internships; AND

WHEREAS, the Cortland County Mental Health Department must execute contracts with several insurance companies to be considered in network for optimal payment; AND

WHEREAS, there are no costs to Cortland County associated with these insurance carrier contracts; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding by the Legislature, is hereby authorized to execute an agreement for 2026 with each of the following:

- Ability (Billing Clearinghouse)
- Access to Independence
- Binghamton University
- Catholic Charities of Cortland
- CAPCO
- CDPHP
- Cigna
- Community Computer (Medent)
- Cornell University
- Excellus
- Family and Childrens Counseling Services
- Fidelis
- FFT, LLC
- Global Payment Integrated
- Humana
- Identrust (prescribing security)
- Ithaca College
- Kinney Drugs
- Keuka College
- LeMoyne College
- MD Hub
- Molina
- MVP
- Oneida College
- Onondaga Cortland Madison Counties BOCES
- OQ Measures, LLC
- RHI
- St. John Fisher University

State University of New York at Cortland
SUNY Oswego
SUNY Plattsburg
Sweeney Pest Control
Tompkins Cortland Community College
Tricare
United Health Care (UHC)
Upstate Medical University
Utica College
WellCare
W2 Operator Training Group
YWCA



Public Health
Prevent. Promote. Protect.

Cortland County Health Department

Administration

Nicole Anjeski, MS, MPH

Public Health Director

Lisa Perfetti, BSN, RN

Deputy Public Health Director

Douglas MacQueen, MD, MS, FIDSA

Medical Consultant

Board of Health

Bonni C. Hodges, Ph.D., President

Susan Williams, Vice-President

Marisa Clifford, D.M.D.

Matthew Noble, D.O.

Erica Skipton, M.D.

Mary Wright, R.N.

Ronald VanDee, Legislator

Cheryl Mrozowski, Secretary



Health and Human Services Committee

October 2025

Respiratory Illness Season is Here!

Common respiratory viruses like COVID-19, Flu, and Respiratory Syncytial Virus (RSV) typically spread during the fall and winter. Cortland County community members should consider taking actions to:

- Prevent serious illness or death from COVID-19, Flu, and RSV
- Prevent getting sick with respiratory viruses
- Prevent spreading respiratory viruses to others if they do get sick

Steps to Prevent Serious Illness & Death:

- Get vaccinated:
 - Vaccines available in U.S. are proven safe and effective at preventing severe illness, hospitalization and death from respiratory viruses. Vaccines are the best way to keep our community safe from respiratory viruses this fall. To get the flu, COVID-19, and RSV vaccines, call your primary care provider or schedule your appointment with a local pharmacy.
- Get tested if you are sick:
 - Symptoms of COVID-19, flu, and RSV are often very similar. Being tested can help your healthcare provider determine the right treatment plan.
- Notify your healthcare provider of test results and get treatment:
 - Notify your healthcare provider as soon as possible if you test positive for COVID-19 or Flu. There are treatments available for COVID-19 and Flu that can lower your chances of getting very sick or dying from these illnesses. These treatments work best when started shortly after you begin symptoms, so notify your healthcare provider as soon as possible.

Steps to Prevent Getting Sick and Spreading Viruses to Others:

- Stay home if you are ill and get tested
- Avoid contact with people who are ill
- Improve ventilation by opening windows, change HVAC filters frequently, using portable HEPA filters, turning on exhaust/other fans, turning thermostats to “on” instead of “auto.”
- Move indoor activities outdoors whenever possible
- Clean your hands often with soap and water or an alcohol based hand sanitizer
- Cover nose and mouth with a tissues when coughing or sneezing
- Avoid touching your eyes, nose, and mouth
- Practice other good health habits like disinfecting surfaces often, getting plenty of sleep, being physically active, managing stress, drinking fluids, and eating nutritious food.

Highlighted Programs



Health Education

Healthy Neighborhoods Program

PURPOSE:

The purpose of this program is to improve the design and maintenance of home environments to promote health, reduce related illnesses, and reduce fall risks among the most vulnerable populations.

ACTIVITIES:

- Conduct home visits to assess, educate, and refer residents to:
 - reduce asthma triggers
 - reduce the incidence of residential fires
 - reduce non - fire related carbon monoxide poisonings
 - increase radon testing
 - reduce the incidence of elevated blood lead levels among children
 - reduce the number of hospitalizations and deaths due to falls among children and residents over 65 years of age.






Health Education

Tobacco Free Zone of Cortland, Tompkins, and Chenango Counties

PURPOSE:

Reduce morbidity and mortality and alleviate the social and economic burden caused by tobacco use in New York State (component of NYS Bureau of Tobacco Control's Advancing Tobacco Free Communities Grant).

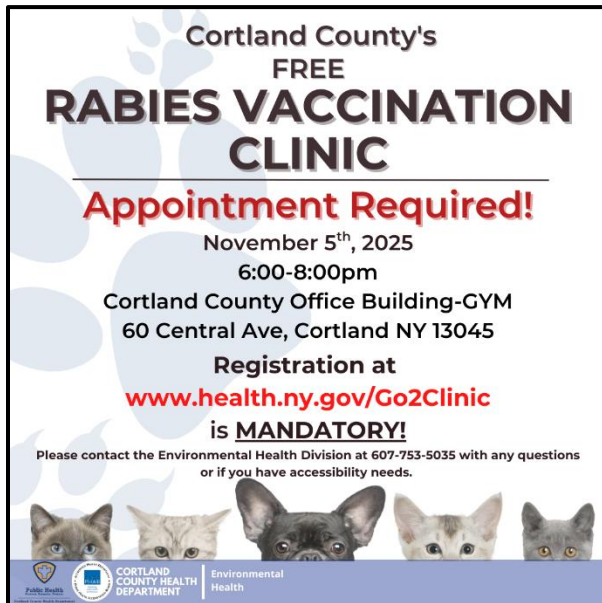
ACTIVITIES:

- Use community partnerships to engage local stakeholders, educate community leaders/the public, and mobilize the community to create a demand for and strengthen tobacco related policies that:
 - Reduce the impact of retail tobacco marketing on youth
 - Establish tobacco free community norms through tobacco free outdoor air policies
 - Reduce secondhand smoke exposure through smoke free housing policies
 - Reduce tobacco injury in youth rated movies




Upcoming Rabies Clinic-November 5

Cortland County Health Department will be hosting its **last FREE** rabies vaccination clinic of 2025 on November 5th from 6 to 8pm at the County office building. Another rabies clinic will not be offered until March. Registration will be available soon.



Cortland County's
FREE
**RABIES VACCINATION
CLINIC**

Appointment Required!

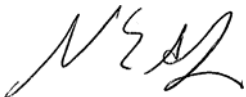
November 5th, 2025
6:00-8:00pm
Cortland County Office Building-GYM
60 Central Ave, Cortland NY 13045

Registration at
www.health.ny.gov/Go2Clinic
is **MANDATORY!**

Please contact the Environmental Health Division at 607-753-5035 with any questions
or if you have accessibility needs.

Five animal heads (three cats and two dogs) are shown at the bottom of the poster.

Public Health
CORTLAND COUNTY HEALTH DEPARTMENT
Environmental Health



Nicole Anjeski, MS, MPH
Public Health Director

CORTLAND COUNTY HEALTH DEPARTMENT



Public Health
Prevent. Promote. Protect.

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Erica Skipton, M.D.

Mary Wright, R.N.

Ronald VanDee, *Legislator*

Cheryl Mrozowski, *Secretary*



Health and Human Services Committee

November 2025



The New York State Department of Health announces the 25th Anniversary of its Tobacco Control Program. The Cortland County Health Department (CCHD) has been awarded tobacco control grant funding since the inception of the state Tobacco Control Program. Since 2014, our coverage territory has expanded into Tompkins and Chenango Counties – collectively known as the Tobacco Free Zone.

The CCHD is celebrating our longstanding commitment and the significant public health achievements in reducing tobacco use and its related harms in our community over the past 25 years. The program uses an evidence-based, policy-driven, and population-level approach, with a commitment to promote health equity among populations disproportionately impacted by tobacco marketing and use. Currently, the priorities of our work centers on policy change in the retail and outdoor environment, apartment buildings, and product waste. The tobacco control program consists of 2 elements to meet workplan goals: Community Engagement & Youth Engagement (known as the Reality Check program). The Reality Check program engages youth, ages 13-18, to work on local community action to reduce the impact tobacco use and the tobacco industry.

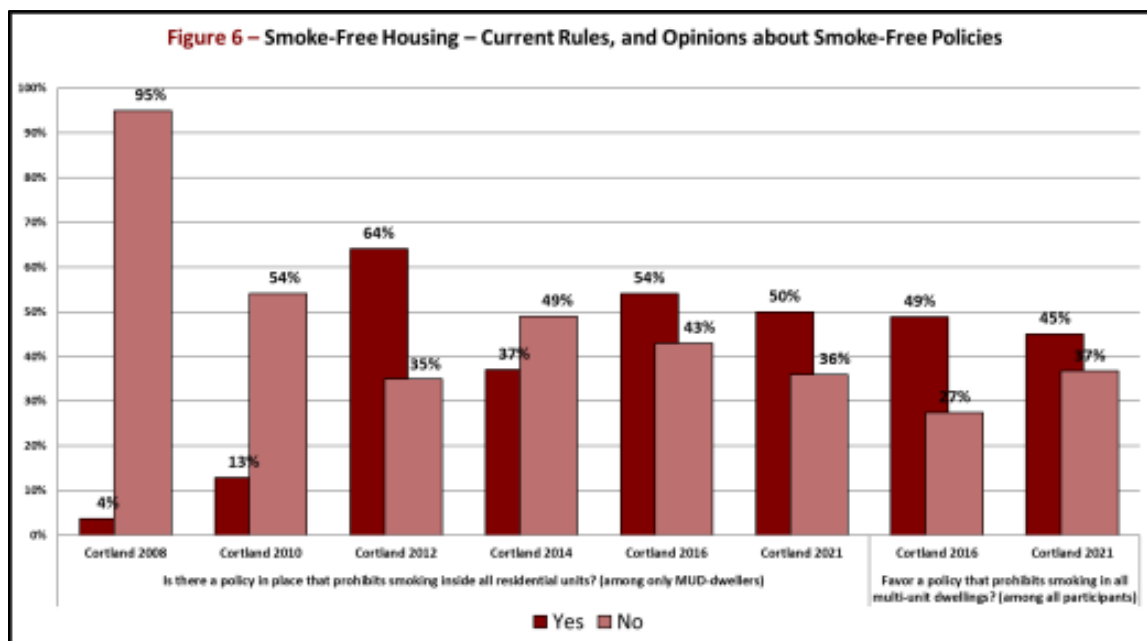


Cortland County Tobacco Use Rates:

Over the past 25 years, our work has contributed to substantially lowering cigarette smoking prevalence among youth and adults, resulting in lower healthcare expenditures and fewer deaths related to smoking.

In 2000, the adult cigarette smoking rate in Cortland County was at 40%. The current adult cigarette smoking rate has dropped considerably to 14.8%. However, we continue to see higher rates of cigarette smoking among our most vulnerable populations, such as those with lower incomes, lower educational attainment, disabilities, and those who report frequent mental distress. Today's County youth cigarette smoking rate is at an all-time record low of under 1%. Although cigarette use has achieved a record low, far too many young people have turned to other forms of harmful nicotine products including pouches and electronic devices.

Youth vaping locally and statewide have seen a welcome decline of late, though vaping remains the most common form of tobacco use among youth. A brand new report from shows, that statewide, nicotine pouch use is rising, doubling from 1.5% to 3.0% since 2022, raising concern due to their youth-appealing flavors, easy concealment, and high potential for nicotine addiction.



Major achievements during the past 25 years:

- We went from seeking voluntary smoke-free indoor air policies from local businesses to a statewide expanded Clean Indoor Air Act that required all indoor workplaces be smoke-free & vape-free in 2003. The law has led to measurable reductions in secondhand smoke exposure for workers, particularly in the hospitality industry.
- In 2008, only 4% of Cortland County residents (who lived in apartment buildings) indicated there were rules prohibiting smoking inside units. The 2021 County-wide survey showed 50% of residents were living in apartment buildings with a smoke-free policy. Our program has assisted multi-unit properties, including Cortland Housing Authority, the Grace Brown House, Chenango Housing Improvement Program, Conifer and Housing Visions with smoke-free technical assistance
- Tobacco Free Zone staff have assisted numerous workplaces and municipalities with adoption of tobacco free outdoor space policies. Every Cortland County municipality adopted smoke-free park and

playground rules prior to the state law enacted in 2022. Employers, such as Cortland County, SUNY Cortland, Beginnings Federal Credit Union, Catholic Charities, CNY Living History Center, Hollenbeck's Cider Mill, Chobani, Greek Peak, along with many family-friendly festivals and venues such as our local ice cream stands and Crown City Little League events have adopted tobacco-free outdoor policies.

- In 2016, Cortland County became the 5th County in New York State to pass legislation that raised the tobacco sales age to 21 (prior to 2019 New York State law).
- In 2024, the City of Cortland passed a tobacco retail license law, which allows the City to better manage sales within the City. It requires all tobacco retailers to have a City license to sell; capping the number stores and restricts locations of sales, particularly near youth-friendly venues.
- We've been involved with every Cortland County school district, BOCES and private institutions, in some manner over the years, whether it's holding Reality Check meetings, presenting to students and staff, providing cessation information or recommendations regarding school policy. Students in the Reality Check program attend Legislative Education Day each year in Albany to meet with state lawmakers to discuss what we do, along with the successes and challenges facing their districts. Youth members also travel and participate in yearly trainings and a state Youth Summit.

As a partner of the state's Tobacco Control Program, the Tobacco Free Zone has helped save residents' lives and many dollars in healthcare costs related to smoking. For every \$1 spent on the NYS Tobacco Control Program, it has led to a \$15 reduction in smoking-related healthcare costs.

We would not be where we are without the help of community partners and individual champions over the years who have publicly supported measures that create a tobacco-free community.

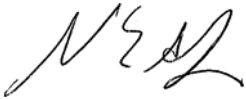


Employee Engagement Efforts-Year 2 of Stay Interviews

Last year, we introduced **Stay Interviews** as part of our ongoing efforts to strengthen workplace culture, communication, and employee engagement. These one-on-one conversations between supervisors and staff provided valuable insights into how we can continue to make CCHD a supportive and rewarding place to work. Year 2 Stay Interviews will be conducted with all CCHD staff beginning November 10.

Stay Interviews are intentional, one-on-one conversations designed to understand what keeps staff engaged at work, what might make staff experience even better, and how we can support staff professional growth. It is important to continue these interviews each year because it has helped shape several improvements in

communication, support, and workplace initiatives and to bring to light some areas where additional concerns arise. Continuing these conversations allows us to identify new opportunities for improvement, gain staff feedback, and help shape the building of a positive and supportive workplace.

A handwritten signature in black ink, appearing to read 'N. Anjeski', with a stylized, cursive script.

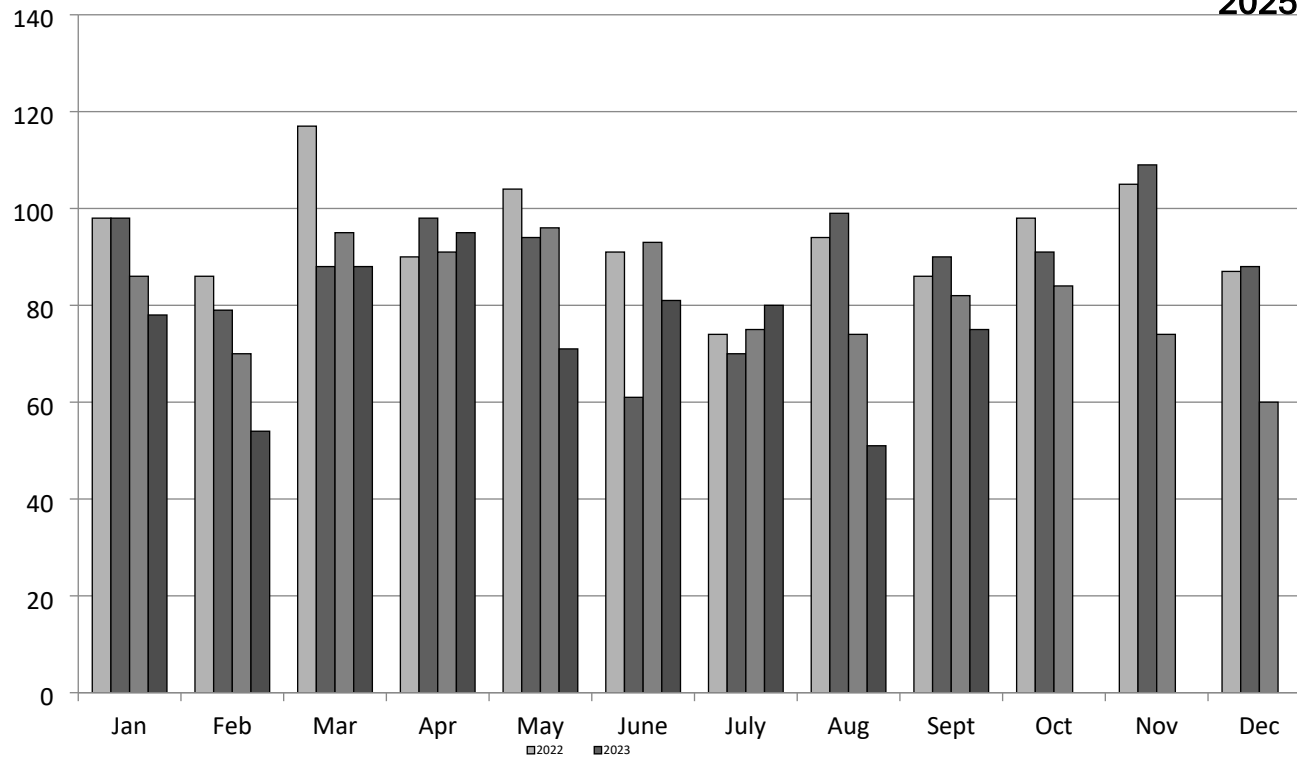
Nicole Anjeski, MS, MPH
Public Health Director

DSS Caseload Statistics

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Child Protective Services Hotline Reports

2025

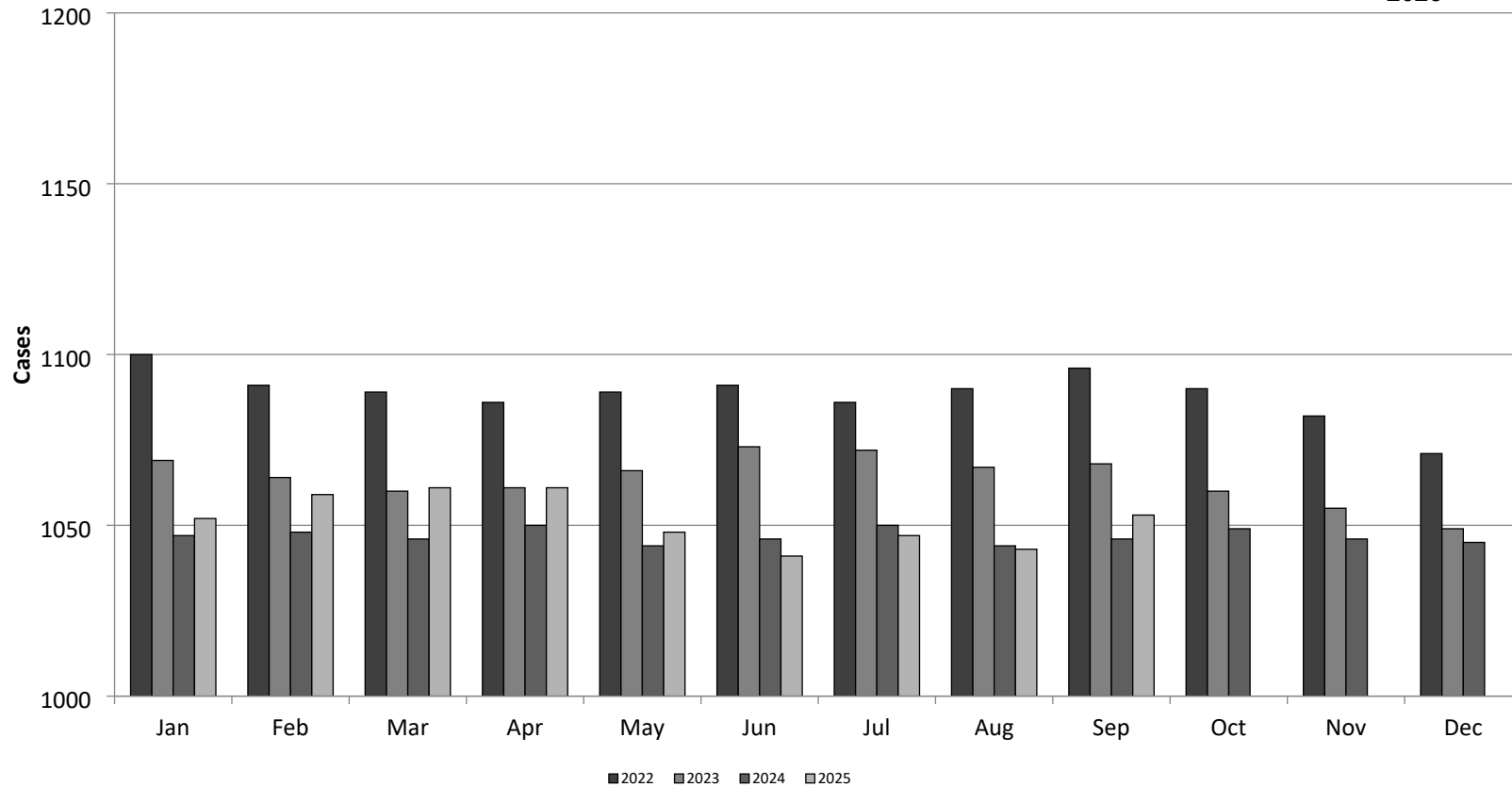


Yearly Totals:

2022	1130
2023	1065
2024	980
2025	673

Medical Assistance - Supplemental Security Income Caseload

2025

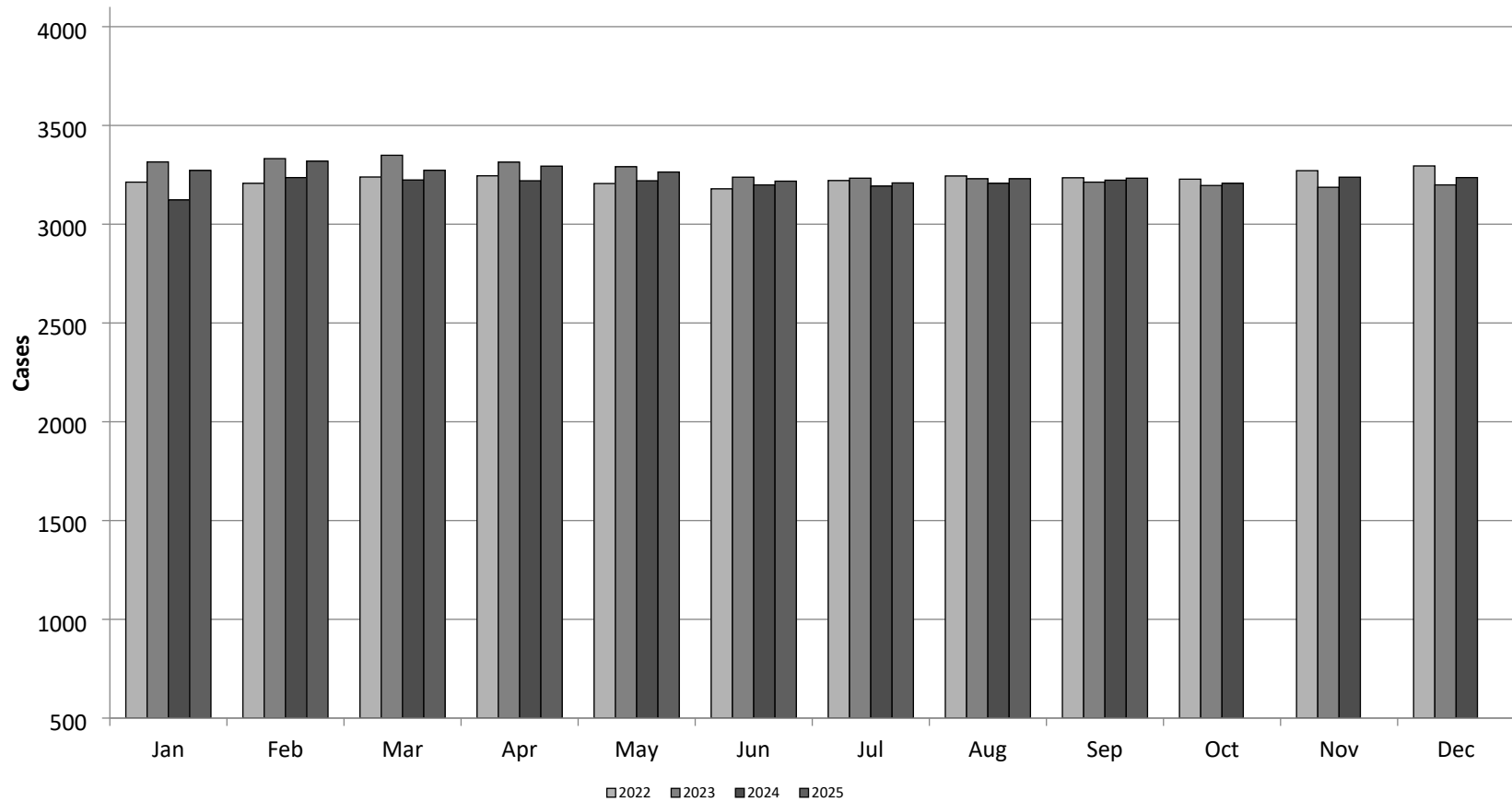


Monthly Caseload Averages:

2022	1088
2023	1064
2024	1047
2025	1052

SNAP Caseload

2025

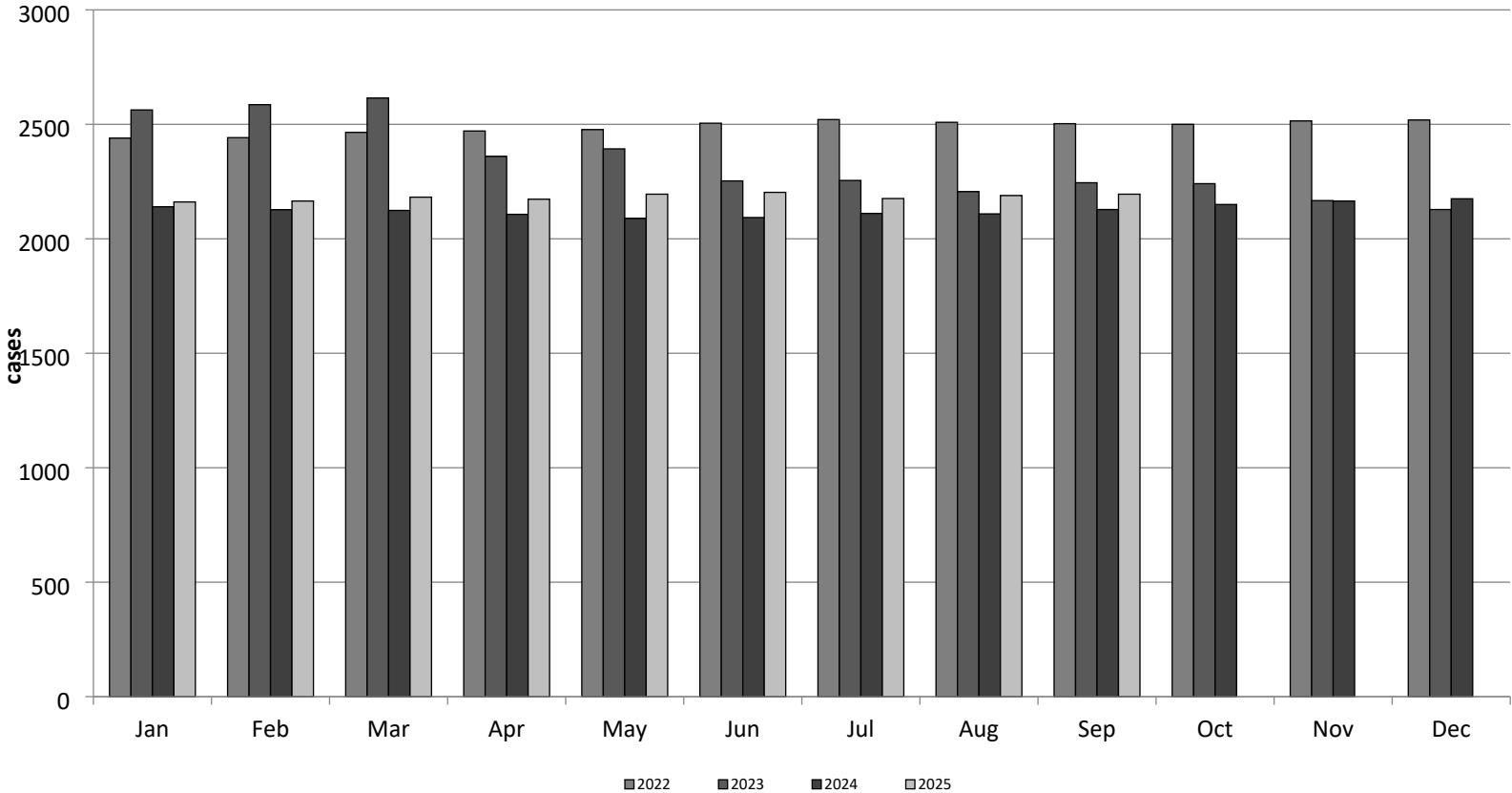


Monthly Caseload Averages:

2022	3232
2023	3258
2024	3211
2025	3257

Medical Assistance Only Caseload

2025

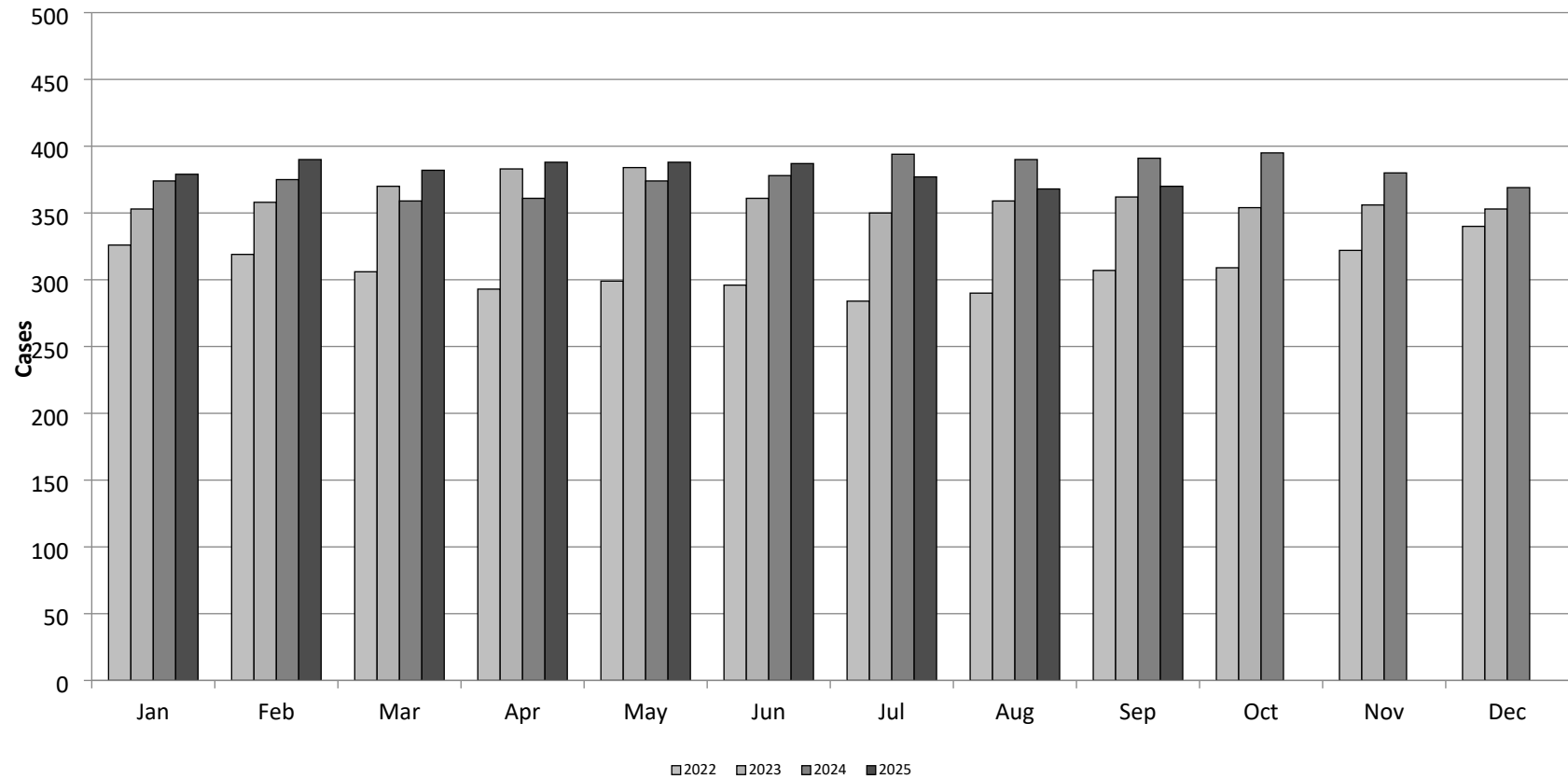


Monthly Caseload Averages:

2022	2489
2023	2334
2024	2127
2025	2182

Temporary Assistance Caseload

2025



Monthly Caseload Averages:

2022	308
2023	362
2024	378
2025	381