Cortland County Legislature

Legislative Session

~ Minutes ~

Legislative Chambers
Cortland, NY 13045
https://www.cortlandcountyny.gov

Thursday, April 25, 2024 **6:00 PM** **Board Room**

Public Hearings

1. Local Law "B" of 2024 - a Local Law to Enter into a Lease of County-Owned Real Property at the Cortland County Airport

RESULT:	**CLOSED [UNANIMOUS]**
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

Salute to the Flag

Call to Order

The meeting was called to order at 6:07 PM by Chair of the Legislature Kevin Fitch

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Legislator	Present	
Cathy Bischoff	Cortland County, NY	Legislator	Present	
Reed Cleland	Cortland County, NY	Legislator	Present	
Mitchel Eccleston	Cortland County, NY	Legislator	Present	
Beau Harbin	Cortland County, NY	Minority Leader	Present	
Paul Heider	Cortland County, NY	Majority Leader	Present	
Linda Jones	Cortland County, NY	Legislator	Present	
Dominick Mantella	Cortland County, NY	Legislator	Present	
William McGovern	Cortland County, NY	Legislator	Present	
Joseph Nauseef	Cortland County, NY	Legislator	Present	
Christopher Newell	Cortland County, NY	Legislator	Present	
Sandra Price	Cortland County, NY	Legislator	Present	
Ronald J. Van Dee	Cortland County, NY	Legislator	Present	
Keith VanGorder	Cortland County, NY	Legislator	Present	
Eugene Waldbauer	Cortland County, NY	Legislator	Present	
Susan Wilson	Cortland County, NY	Legislator	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Mar 28, 2024 6:00 PM

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Sandra Price, Legislator
SECONDER:	Cathy Bischoff, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

Privilege of the Floor

1. Kim Cameron - Agenda Item No. 13

Proclamations & Recognitions

Presentation of Petitions, Presentations, Communications, and Notice

1. Reality Check Presentation

RESULT:	**COMPLETED**

Receive and File

1. Cortland County Health Department 2023 Annual Report

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

2. Department of Social Services 2023 Annual Report

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

Referred from Building & Grounds Committee

AGENDA ITEM NO. 1 – Amend 2024 Budget/Authorize Agreement - Network Infrastructure Upgrade Project - Information Technology

Ms. Price MADE A MOTION TO AMEND the resolution to add a WHEREAS clause stating, "WHEREAS, there is $40,000 in grant funding available for this project in Account No. A30205.52015.27SIC; AND", and to change the amount for the budget amendment to $46,000. Mr Newell SECONDED THE MOTION; and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	**ADOPTED AS AMENDED [UNANIMOUS]**
MOVER:	Paul Heider, Majority Leader
SECONDER:	Cathy Bischoff, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF HEIDER **RESOLUTION NO. 85-24**

Amend 2024 Budget/Authorize Agreement - Network Infrastructure Upgrade Project - Information Technology

WHEREAS, the Cortland County Legislature recognizes the critical importance of maintaining a resilient, robust network infrastructure to support its operations and ensure continuity of services to its residents; AND

WHEREAS, the Cortland County Legislature wishes to expedite a network infrastructure upgrade project to enhance the reliability of our data access systems; AND

WHEREAS; a project plan has been drafted that will push the completion up by months, by contracting with Comsource, Inc., of 500 Plum St., Suite 400, Syracuse, NY 13204, and others to provide expertise in switch and firewall configuration goods and services consisting of:

· 18 new switches	$30,000
· 32 wireless access points (WAP)	$12,000
· Support to roll out the new switches across the county sites	$62,000
· Firewall configuration and testing	$19,000
Total Project Cost	$123,000

; AND

WHEREAS, the complete project costs are $123,000, of which $37,000 is already budgeted in Account No. A16805.52060.ARP; AND

WHEREAS, there is $40,000 in grant funding available for this project in Account No. A30205.52015.27SIC; AND

WHEREAS, it is the recommendation of the Buildings and Grounds Committee to fund the remaining $46,000 for the project from Unappropriated Fund Balance; NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Comsource, Inc., of 500 Plum St., Suite 400, Syracuse, NY 13204, and sign any subsequent agreements necessary for the network infrastructure upgrade project; AND BE IT FURTHER

RESOLVED, that the 2024 Cortland County Budget be and hereby is amended as follows:

INCREASE:

A16805.52060	Capital Computer Equip.	$46,000
A359900	Appropriated Fund Balance	$46,000

Referred from Highway Committee

AGENDA ITEM NO. 2 – New York State Department of Transportation Office of Right of Way - Use and Occupancy Permit No. 34369 for Purple Heart Signs Placed on State Highways - Highway Department

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christopher Newell, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NEWELL **RESOLUTION NO. 86-24**

New York State Department of Transportation Office of Right of Way - Use and Occupancy Permit No. 34369 for Purple Heart Signs Placed on State Highways - Highway Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 65-21 declaring Cortland County a Purple Heart Community; AND

WHEREAS, to honor the Purple Heart recipients, Purple Heart signs shall be placed at the County line on major roadways coming into Cortland County; AND

WHEREAS, Cortland County must be issued a Use and Occupancy Permit to place Purple Heart signs on State Highways; NOW THEREFORE BE IT

RESOLVED, that Cortland County shall accept all provisions of the Use and Occupancy Permit No. 35369; AND BE IT FURTHER

RESOLVED, that the County Administrator shall be the authorized representative, to sign any documentation associated with the Use and Occupancy Permit No. 34369, on behalf of Cortland County.

AGENDA ITEM NO. 3 – Local Law 4 of 2024 - a Local Law to Enter into a Lease of County-Owned Real Property at the Cortland County Airport

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christopher Newell, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NEWELL **RESOLUTION NO. 87-24**

Local Law 4 of 2024 - a Local Law to Enter into a Lease of County-Owned Real Property at the Cortland County Airport

WHEREAS, the Cortland County Legislature's Highway Committee believes it is advantageous for Cortland County to enter into a lease of County-owned real property at the County Airport; AND

WHEREAS, the following Local Law has been in its final form upon the desks of the Cortland County Legislature at least seven (7) calendar days exclusive of Sunday, prior to this date; NOW THEREFORE BE IT

RESOLVED, that Local Law 4 of 2024 be enacted as follows:

Local Law 4 of 2024 - a Local Law to Enter into a Lease of County-Owned Real Property at the Cortland County Airport

Local Law 4 of 2024 - A local law authorizing the County of Cortland not withstanding Section 215 of County Law of the State of New York, to enter into a lease of County-owned real property for a specific project for a term of up to 29 years.

SECTION 1. Purpose

The County of Cortland seeks to enter into an agreement with Abundant Solar Power, Inc., which agreement shall lease real property owned by the County of Cortland for a term of 29 years as follows; an initial term of two (2) years designated as the "Development Term," a further term of two (2) years designated as the "Construction Term," and further term of 25 years that shall be known as the "Operations Term."

SECTION 2. Legal Authority

New York State County Law Section 215 provides that, after determining that a property is no longer needed for public use, a County may sell the property or lease the property for a term not to exceed five years.

New York State Comptroller Opinion 68-857 opines that a municipality may enter into leases for a term in excess of five years if the municipality authorizes such leases by local law.

New York State Municipal Home Rule Law Section 24 provides that any local law that changes a provision of law relating to leasing of real property is subject to referendum on petition (permissive referendum).

SECTION 3. Applicability

The County of Cortland is authorized, notwithstanding Section 215 of the County Law of the State of New York, which is hereby superseded, to enter into a lease of County owned real property for a specific project for a term of up to 29 years.

This Local Law is applicable to the specific project with Abundant Solar Power, Inc.

SECTION 4. Effective Date

Notice of the adoption of this local law subject to permissive referendum shall be published in the official newspaper of the County.

This Local Law shall take effect at the end of the permissive referendum period upon filing in the Office of the Secretary of State, and if a permissive referendum is held, upon approval at the permissive referendum upon filing in the Office of the Secretary of State.

Referred from Government Operations Committee

AGENDA ITEM NO. 4 – Award Bid/Authorize Contract for County-Wide Shredding Services - County Clerk

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NAUSEEF **RESOLUTION NO. 88-24**

Award Bid/Authorize Contract for County-Wide Shredding Services - County Clerk

WHEREAS, the contract for shredding services with Stericyle/Shred-it expired in 2022 and no responses were received for the previously issued Request for Proposals; AND

WHEREAS, the Cortland County Clerk issued a Request for Proposals in March 2024; AND

WHEREAS, all proposals were solicited in accordance with County policies; AND

WHEREAS, one proposal was received in response to the request as follows:

Proshred Security
6067 Corporate Drive
East Syracuse, NY 13057
Annual Price: $10,270

; AND

WHEREAS, based upon the results of the bid, the Government Operations Committee recommends that the bid be awarded to the lowest responsible bidder; NOW THEREFORE BE IT

RESOLVED, that the contract for Cortland County Shredding Services be awarded to Proshred Security, of 6067 Corporate Drive, East Syracuse, NY 13057; AND BE IT FURTHER

RESOLVED, that the Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Proshred Security, of 6067 Corporate Drive, East Syracuse, NY 13057for shredding services.

AGENDA ITEM NO. 5 – Amend 2024 Budget to Reallocate Funding - Legislature

RESULT:	**ADOPTED [15 TO 2]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Linda Jones, Susan Wilson

ON MOTION OF NAUSEEF **RESOLUTION NO. 89-24**

Amend 2024 Budget to Reallocate Funding - Legislature

WHEREAS, the Cortland County Legislature adopted the 2023 budget on November 17, 2022; AND

WHEREAS, the 2023 amended budget included money for the encoder update for the legislative chambers; AND

WHEREAS, the invoice, in the amount of $5,500, for the legislative chambers encoder update was not received until March 28, 2024; AND

WHEREAS, there is a wish to allocate funding in the amount of $5,500 to the legislative budget line for the purchase of laptops; NOW THEREFORE BE IT

RESOLVED, that the 2024 County Budget be amended as follows:

Increase:

A10105.52060	Capital Computer Equipment	$11,000
A359900	Appropriated Fund Balance	$11,000

AGENDA ITEM NO. 6 – Create Deputy Director of Weights & Measures - Personnel Department

RESULT:	**WITHDRAWN - NO FUTURE ACTION**

ON MOTION OF NAUSEEF **RESOLUTION NO.**

Create Deputy Director of Weights & Measures - Personnel Department

WHEREAS, the needs of the Weights and Measures Department will be better served by creating one (1) Deputy Director of Weights and Measures (Management Compensation Plan, Grade 12, $49,781-$66,258, full-time with benefits, competitive class); AND

WHEREAS, the Government Operations Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one (1) Deputy Director of Weights and Measures (Management Compensation Plan, Grade 12, $49,781-$66,258, full-time with benefits, competitive class) be created with permission to fill effective April 26, 2024.

RESOLVED, that the 2024 County Budget be and hereby is amended as follows:

INCREASE:

A66105.51005	Personnel Services	$34,000
A66105.58030	FICA	$ 2,601

A66105 58020	Retirement	$4,760
A66105 58060	Health Insurance	$13,333
A359900	Appropriated Fund Balance	$54,694

AGENDA ITEM NO. 7 – Adopt Amended County Whistleblower Protection Policy

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NAUSEEF **RESOLUTION NO. 90-24**

Adopt Amended County Whistleblower Protection Policy

WHEREAS, the Cortland County Whistleblower Protection Policy has been revised and updated for necessary changes to the procedures for reporting and investigating complaints and for the addition of definitions; AND

WHEREAS, this Cortland County Whistleblower Protection Policy is intended to supersede the County's current whistleblower protection policy as well as any previously adopted changes to the current policy; AND

WHEREAS, the Cortland County Whistleblower Protection Policy has been reviewed for content by the Personnel Director, County Attorney, County Administrator, Manager of Audit & Financial Projects, and the Government Operations Committee; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the attached Cortland County Whistleblower Protection Policy; AND BE IT FURTHER

RESOLVED, that this policy shall supersede all previously adopted whistleblower protection policies, as well as any previously adopted amendments to those policies; AND BE IT FURTHER

RESOLVED, that this policy will be effective April 26, 2024.

AGENDA ITEM NO. 8 – Abolish Two Personnel Technicians and One Personnel Assistant/Create Two Human Resources Generalists and One Human Resources Assistant - Personnel Department

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NAUSEEF **RESOLUTION NO. 91-24**

Abolish Two Personnel Technicians and One Personnel Assistant/Create Two Human Resources Generalists and One Human Resources Assistant - Personnel Department

WHEREAS, the needs of the Personnel Department will be better served by abolishing two (2) positions of Personnel Technician and one (1) position of Personnel Assistant and creating two (2)

positions of Human Resources Generalist and one (1) position of Human Resources Assistant; AND

WHEREAS, the Government Operations Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that two (2) positions of Personnel Technician (Grade 6H, Management Compensation Plan, $24.4262-32.5115/hr, competitive class, full time with benefits) and one (1) position of Personnel Assistant (Grade 4H, Management Compensation Plan, $21.1369-28.1333/hr, competitive class, full time with benefits) be and hereby are abolished effective April 25, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that two positions of Human Resources Generalist (Grade 6H, Management Compensation Plan, $24.4262-32.5115/hr, competitive class, full time with benefits) and one (1) position of Human Resources Assistant (Grade 4H, Management Compensation Plan, $21.1369-28.1333/hr, competitive class, full time with benefits) be created with permission to fill effective April 26, 2024 at 12:01 am.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 9 – Advocating for the Representation and the Interests in Occupational Safety and Health Administration (OSHA) Reforms in New York State

Mr. Cleland MADE A MOTION TO AMEND the title of the resolution to "Advocating for the Representation and the Interests in Occupational Safety and Health Administration (OSHA) Reforms in New York State"; Dr. Wilson SECONDED THE MOTION; and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	**ADOPTED AS AMENDED [UNANIMOUS]**
MOVER:	Sandra Price, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF PRICE **RESOLUTION NO. 92-24**

Advocating for the Representation and the Interests in Occupational Safety and Health Administration (OSHA) Reforms in New York State

WHEREAS, Cortland County, nestled in the heart of New York State, is a rural county with a population of 46,809 individuals spread across 502 square miles, relying heavily on the essential services provided by its twelve (12) independent fire departments; AND

WHEREAS, these twelve (12) fire departments, comprised of eleven (11) entirely volunteer organizations and one combination paid/volunteer department, serve as the lifeblood of our community, dutifully responding to 3,700 emergency calls in the preceding year, embodying the spirit of selflessness and dedication that defines Cortland County; AND

WHEREAS, the personnel of these departments, comprised of 391 volunteers, 39 career firefighters, and 7 fire coordinators, form the backbone of our emergency response apparatus, tirelessly working to ensure the safety, security, and well-being of our residents, often at great personal sacrifice; AND

WHEREAS, Cortland County acknowledges, with gratitude, the commendable efforts of the Occupational Safety and Health Administration (OSHA) in initiating measures aimed at enhancing the safety and welfare of our invaluable emergency responders; AND

WHEREAS, notwithstanding the strides made in bolstering emergency responder safety, Cortland County harbors legitimate concerns regarding the future accessibility, affordability, and efficacy of emergency services within our jurisdiction; NOW THEREFORE BE IT

RESOLVED, that Cortland County, mindful of its responsibility to safeguard the interests and welfare of its constituents, hereby expresses its reservations and respectfully requests that OSHA, in conjunction with our esteemed state and national officials, give due consideration to the following points of contention and areas of improvement pertaining to the current proposed OSHA 1910.156 document:

1. Extending the public comment period beyond the prescribed deadline of June 21, 2024 by a minimum of 45 days, thereby affording our officials adequate time to meticulously review the voluminous 608-page document and formulate comprehensive, fact-based comments reflective of our community's unique needs and circumstances;

2. Facilitating the organization and conduct of in-person public comment sessions to provide a platform for stakeholders to voice their concerns, insights, and recommendations in a transparent and inclusive manner;

3. Ensuring equitable and substantive representation of volunteer firefighters in the proposal process, proportionate to their significant contribution to emergency services nationwide, thereby fostering a balanced and representative discourse that accounts for the diverse perspectives and interests at play;

4. Simplifying and expediting the incorporation of referenced standards (22 in total) into the proposed standard to enhance clarity, accessibility, and comprehension, thereby facilitating widespread dissemination and implementation across our diverse emergency response landscape;

5. Reevaluating the intended audience and scope of the standard to accommodate the varying regulatory frameworks and classifications of volunteer firefighters across different states, ensuring equitable treatment and compliance with applicable laws and regulations;

6. Transforming the proposed standard into a dynamic, adaptive "living document" capable of evolving in tandem with emerging national needs, technological advancements, and best practices, thereby obviating the need for periodic overhauls and updates to address obsolescence and inefficiency;

7. Identifying and prioritizing additional safety measures and protocols that can be expeditiously implemented with minimal resource expenditure and manpower requirements, thereby augmenting the resilience and effectiveness of our emergency response infrastructure;

8. Collaborating closely with stakeholders to develop a standardized framework that strikes a judicious balance between economic feasibility and technical efficacy, thereby ensuring the sustainability and viability of our emergency response initiatives in the long run;

9. Instituting a formal, structured negotiation process characterized by transparency, accountability, and active engagement, thereby fostering a culture of collaboration, consensus-building, and mutual respect among all parties involved;

10. Embracing these recommendations and initiatives in a concerted effort to uphold the safety, well-being, and resilience of our dedicated emergency responders, while concurrently safeguarding the interests and resources of our taxpaying constituents.

; AND BE IT FURTHER

RESOLVED, that in adopting this resolution, the Cortland County Legislature reaffirms its unwavering commitment to the principles of safety, equity, and inclusivity, and pledges to work collaboratively with all relevant stakeholders to address the pressing concerns and challenges confronting our emergency response infrastructure in the pursuit of a safer, more resilient, and prosperous future for all; AND BE IT FURTHER

RESOLVED, that a copy of this resolution shall be transmitted to OSHA, the Governor of New York State, the New York State Legislature, the National Advisory Committee on Occupational Safety and Health, and other relevant stakeholders to express the opposition of the Cortland County Legislature to any OSHA reforms that do not adequately consider the concerns outlined herein.

AGENDA ITEM NO. 10 – Amend 2024 Budget for Leased Vehicle Repairs - Probation Department

Mr. Harbin MADE A MOTION TO AMEND the resolution as follows:

Add a final WHEREAS stating, "WHEREAS, there are funds available in the Vehicle Repair/Replacement Reserve Fund", to add a RESOLVED clause stating, "RESOLVED, that the Cortland County Legislature authorizes the use of the Vehicle Rapir/Reserve Fund for the repairs needed;", and to change the budget account amendment from A359900, Appropriated Fund Balance to A386300.VEH, Vehicle Reserve. Ms. Bischoff SECONDED THE MOTION; and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	**ADOPTED AS AMENDED [UNANIMOUS]**
MOVER:	Sandra Price, Legislator
SECONDER:	Christopher Newell, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF PRICE **RESOLUTION NO. 93-24**

Amend 2024 Budget for Leased Vehicle Repairs - Probation Department

WHEREAS, the Cortland County Probation Department has an unanticipated expense due to an accident involving a leased vehicle; AND

WHEREAS, there is a need to amend the 2024 Cortland County budget to repair the leased vehicle; AND

WHEREAS, there are funds available in the Vehicle Repair/Replacement Reserve Fund; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the use of the Vehicle Repair/Replacement Reserve Fund for the repairs needed; AND BE IT FURTHER

RESOLVED, that the 2024 County Budget be and hereby is amended as follows:

Increase:

A31405.54300	Vehicle Maintenance & Repairs	$5,400
A386300.VEH	Vehicle Reserve	$5,400

AGENDA ITEM NO. 11 – Approval to Purchase 2024 MetalCraft Alum 21' Fast Responder Boat - Sheriff's Office

Mr. Harbin MADE A MOTION TO AMEND the resolution as follows:

- Change "300" to "250" and “123,156” to “121,656” in the fourth WHEREAS clause
- Add a final WHEREAS stating, "WHEREAS, there are funds available in the Vehicle Repair/Replacement Reserve Fund",
- Change the budget amendment from A359900, Appropriated Fund Balance to A386300.VEH, Vehicle Reserve, and change the amount to $121,656
- Add a final RESOLVED clause stating, "RESOLVED, that any reimbursement received for the purchase of the boat and/or trailer shall be deposited in Account No A386300.VEH.

Ms. Jones SECONDED THE MOTION; and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	**ADOPTED AS AMENDED [UNANIMOUS]**
MOVER:	Sandra Price, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF PRICE **RESOLUTION NO. 94-24**

Approval to Purchase 2024 MetalCraft Alum 21' Fast Responder Boat - Sheriff's Office

WHEREAS, the Cortland County Sheriff's Office Navigation 1994 Discovery Enforce boat and Kristi trailer MDL KD176-18 has been sold as the boat repairs, a hole in the hull of the boat, could not be completed; AND

WHEREAS, the Cortland County Sheriff's Office Navigation needs to replace the 1994 Discovery boat with trailer, as the Sheriff’s Office boat is the only boat available to conduct navigation patrols in County waterways that are within the Cortland County Sheriff's Office jurisdiction; AND

WHEREAS, New York State Parks, Recreation and Historic Preservation Department will provide up to one-half of the cost of a replacement boat and trailer through New York State Navigation Law Enforcement State Aid Program 2024; AND

WHEREAS, the Cortland County Sheriff's Office has received a quote, dated March 28, 2024, from MetalCraft Marine, 22620 Fisher Road Watertown, NY 13601, for a 2024 MetalCraft Welded Aluminum 21' Fast Responder boat, Mercury 250HP outboard motor, with an aluminum tandem-axle bunk trailer to transport said boat, for a total of both units of $121,656; AND

WHEREAS, the 2024 Road Patrol budget does not include adequate funds for the new replacement navigation boat/trailer; AND

WHEREAS, funds are required for the replacement of the navigation boat/trailer; AND

WHEREAS, there are funds available in the Vehicle Repair/Replacement Reserve Fund; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorize the use of reserve funds for the replacement of the Sheriff's Office Navigation boat and trailer; AND BE IT FURTHER

RESOLVED, the 2024 budget is hereby amended as follows:

Increase	A31205.52030	Vehicles	$121,656
	A386300.VEH	Vehicle Reserve	$121,656

; AND BE IT FURTHER

RESOLVED, that any reimbursement received for the purchase of the boat and/or trailer shall be deposited into Account No. A386300.VEH.

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 12 – Authorize Agreement with New York State Department of Transportation Federal 5311 Mass Transportation Capital Project Contract Number C004074 2021 Operating Assistance (CRRSAA), 2022 Operating Assistance (CRRSAA), and 2022 Operating Assistance (ADTAP) – Planning Department

RESULT:	**ADOPTED [15 TO 2]**
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Cathy Bischoff, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Mantella, McGovern, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch
NAYS:	Linda Jones, Joseph Nauseef

ON MOTION OF HARBIN **RESOLUTION NO. 95-24**

Authorize Agreement with New York State Department of Transportation Federal 5311 Mass Transportation Capital Project Contract Number C004074 2021 Operating Assistance (CRRSAA), 2022 Operating Assistance (CRRSAA), and 2022 Operating Assistance (ADTAP) – Planning Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 244-22, which authorized the County of Cortland to submit a request for the consolidated grant funds to the New York State Department of Transportation, pursuant Federal Section 5311, Title 49 of the United States Code, for projects(s) to provide public mass transportation service for fixed route and demand responsive service throughout the County, with limited service in contiguous counties by Transdev, Cortland County's public transportation provider, and the purchase of capital equipment that would consist of a transportation facility, new buses or other equipment, that would be used by Cortland County's public transportation provider; AND

WHEREAS, the New York State Department of Transportation is requesting a resolution to indicate Cortland County's acceptance of the Mass Transportation Capital Agreement under Contract Number C004074 to include specific PIN Numbers:

PIN Number 3790.04.402	2021 Operating Assistance (CRRSAA)
PIN Number 3790.04.40A	2022 Operating Assistance (CRRSAA)

; NOW THEREFORE BE IT

RESOLVED, that the total project cost is $434,056; AND BE IT FUTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and is hereby authorized to sign the New York State Department of Transportation Mass Capital Agreement Contract C004074 for specific PIN Numbers stated above.

AGENDA ITEM NO. 13 – Resolution Urging the Enactment of the Packaging Reduction and Recycling Infrastructure Act (S.4246-B/A.5322-B)

RESULT:	**ADOPTED [14 TO 3]**
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Harbin, Heider, Mantella, McGovern, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch
NAYS:	Mitchel Eccleston, Linda Jones, Joseph Nauseef

ON MOTION OF HARBIN **RESOLUTION NO. 96-24**

Resolution Urging the Enactment of the Packaging Reduction and Recycling Infrastructure Act (S.4246-B/A.5322-B)

WHEREAS, in New York State, more than 18 million tons of municipal solid waste (MSW) is generated each year, or about five pounds per day for every person who lives in the state; AND

WHEREAS, greenhouse gas (GHG) emissions from the waste sector represent about 12 percent of statewide emissions; AND

WHEREAS, the most significant GHG emissions impact during the lifecycle of products and packaging result not from disposal but from the production of products and packaging that eventually become waste; AND

WHEREAS, in addition to the climate impacts of waste, the costs associated with its recycling and disposal impose a significant burden on local governments and taxpayers; AND

WHEREAS, the Climate Action Council's Final Scoping Plan recommends New York State enact legislation to create a product stewardship framework or target products with the greatest GHG impact, such as packaging, printed paper, carpets, tires, textiles, solar panels, wind turbines, batteries, appliances, and mattresses; AND

WHEREAS, S.4246-B (Harckham)/A.5322-B (Glick) would enact the Packaging Reduction and Recycling Infrastructure Act to create an Extended Producer Responsibility (EPR) program for packaging materials; AND

WHEREAS, S.4246-B/A.5322-B would make producers legally and financially responsible for mitigating the environmental impacts of their packaging; AND

WHEREAS, this legislation would not only provide meaningful relief to local governments but also reduce GHG emissions from the production and disposal of consumer goods by incentivizing producers to reduce waste and design products that are more sustainable; AND

WHEREAS, S.4246-B/A.5322-B would also prohibit certain toxic and dangerous chemicals in packaging, including per- and polyfluoroalkyl substances (PFAS), ortho-phthalates, bisphenols, halogenated flame retardants, heavy metals such as lead, and other chemicals posing a threat to human health and safety and the environment; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature calls on the Senate and Assembly to pass and the Governor to sign S.4246-B (Harckham)/A.5322-B (Glick) during the 2024 Legislative Session; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature calls on the Governor and the Legislature to also enact an EPR program for paper products, which were excluded from the B-print of this legislation, in recognition of their significant contribution to greenhouse gas emissions and municipal recycling costs; AND BE IT FURTHER

RESOLVED, copies of this resolution be sent to Governor Kathy Hochul, the New York State Legislature, and all others deemed necessary and proper.

AGENDA ITEM NO. 14 – Abolish Assistant Planner/Create GIS Planner - Planning Department

RESULT:	**ADOPTED [16 TO 1]**
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, VanGorder, Waldbauer, Wilson, Fitch
NAYS:	Ronald J. Van Dee

ON MOTION OF HARBIN **RESOLUTION NO. 97-24**

Abolish Assistant Planner/Create GIS Planner - Planning Department

WHEREAS, the needs of the Planning Department will be better served by abolishing one (1) Assistant Planner position and creating one (1) GIS Planner position; AND

WHEREAS, the Agriculture, Planning and Environmental Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Assistant Planner (Grade 16, CSEA, $23.8479-30.1854/hr, competitive class, full time with benefits) be and hereby is abolished effective April 25, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of GIS Planner (Grade 19, CSEA, $26.4962-33.5375/hr, competitive class, full time with benefits) be created with permission to fill effective April 26, 2024 at 12:01 am.

Referred from Health & Human Services Committee

AGENDA ITEM NO. 15 – Authorize Agreement with Public Health Consulting Group for Employment Host Site

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF VAN DEE **RESOLUTION NO. 98-24**

Authorize Agreement with Public Health Consulting Group for Employment Host Site

WHEREAS, the Cortland County Legislature adopted Resolution No.10-23, which gave the Cortland County Health Department permission to accept funds from Health Research, Inc. for the NYS Public Health Corps (NYSPHC) Fellowship Program for the period of 8/1/2023-6/30/2024; AND

WHEREAS, Public Consulting Group, LLC (PCG) is contracted with Health Research, Inc. (HRI) to manage certain public health programs under the auspices of the New York Department of Health (NYSDOH), including but not limited to the Public Health Infrastructure Grant (PHIG) Program and the second iteration of the Public Health Corps Program; AND

WHEREAS, Staffing Solutions Organization, LLC (SSO), as a contractor to PCG, employs individuals who provide services under a Program, such as Staff (in the PHIG Program) or Fellows (in the Public Health Corps 2.0 Program); AND

WHEREAS, the Cortland County Health Department (CCHD) wishes to host one or more Program Participants assigned to provide services to CCHD in order to support CCHD's services or other organizations associated with CCHD; AND

WHEREAS, there is no cost to the County to host Program Participants for the period beginning 7/1/2024; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator and the Public Health Director, upon review and approval by the County Attorney or designee, are authorized to execute agreements to be a Host Organization with Staffing Solutions Organization, LLC 99 Washington Avenue, Suite 1720, Albany, NY 12210, and a contracted agency with Public Consulting Group, LLC, for the period beginning 7/1/2024; AND BE IT FURTHER

RESOLVED, amendments to the contract during the term will be considered on an as needed basis.

AGENDA ITEM NO. 16 – Authorize Contract - Springbrook Cortland - Mental Health Department

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF VAN DEE **RESOLUTION NO. 99-24**

Authorize Contract - Springbrook Cortland - 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; AND

WHEREAS, Cortland County Mental Health is allocated state aid funds to pass through to Office of Mental Health approved organizations for operations; 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 2024 with Springbrook Cortland, with offices at 29 Central Ave, Cortland, New York for the provision of developmental disability services.

Referred from Finance & Administration Committee

AGENDA ITEM NO. 17 – Microenterprise Assistance Program Grant Award - Hillside Farms, LLC

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF BISCHOFF **RESOLUTION NO. 100-24**

Microenterprise Assistance Program Grant Award - Hillside Farms, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 16, 2024 for the purpose of reviewing applications received for the Microenterprise Grant Program, AND

WHEREAS, following said review the Committee recommended that Hillside Farms, LLC, of 4358 Crains Mills Road, Truxton, New York, be awarded $22,706.00 from the Microenterprise program, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum $22,706.00 to Hillside Farms, LLC from the Cortland County Microenterprise Assistance Program funding, AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 18 – Resolution Authorizing Tompkins County Development Corporation Issuance of Bonds

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF BISCHOFF **RESOLUTION NO. 101-24**

Resolution Authorizing Tompkins County Development Corporation Issuance of Bonds

RESOLUTION OF THE CORTLAND COUNTY LEGISLATURE, AS THE ELECTED LEGISLATIVE BODY OF CORTLAND COUNTY, NEW YORK, IN ACCORDANCE WITH SECTION 147(F) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED (THE "CODE"), APPROVING THE ISSUANCE BY THE TOMPKINS COUNTY DEVELOPMENT CORPORATION OF UP TO $8,350,000 MAXIMUM PRINCIPAL AMOUNT OF REVENUE BONDS (CAYUGA MEDICAL CENTER AT ITHACA, INC. PROJECT), SERIES 2024 OF WHICH UP TO $2,100,000 PRINCIPAL AMOUNT SHALL BE USED TO FINANCE THE PORTION OF THE PROJECT (AS DEFINED HEREIN) COMPRISING THE CORTLAND FACILITY (AS DEFINED HEREIN)

WHEREAS, the Cortland County Legislature (the "Legislature"), as the elected legislative body of Cortland County, New York (the "County") has been advised by the Tompkins County Development Corporation (the "Issuer") that, in order to assist in the financing of a certain portion of the Project (as defined below) for the benefit of Cayuga Medical Center at Ithaca, Inc., a New York not-for-profit corporation and an organization described in Section 501(c)(3) of the Code (the "Company"), the Issuer proposes to issue, contingent upon the adoption of this Resolution, its Tax-Exempt and/or Taxable Revenue Bonds (Cayuga Medical Center at Ithaca, Inc. Project), Series 2024 in the aggregate principal amount not to exceed $8,350,000 (the "Series 2024 Bonds"), for which up to $2,100,000 in Series 2024 Bonds are to be issued to finance certain costs in connection with the portion of Project (defined below) comprising the Cortland Facility; AND

WHEREAS, the Project consists of: (A) (i) in the maximum principal amount of $2,100,000, the acquisition of an approximately 9,019 square foot facility located at 1129 Commons Avenue Town of Cortlandville, Cortland County, New York for hospital facilities (being more particularly described as tax parcel No. 86.09-05-01.000) (the “Cortland Facility”) and (ii) in the maximum principal amount of $800,000, the acquisition and installation in and around the Institution’s hospital facility located at 101 Dates Drive, Town of Ithaca, Tompkins County, New York, of certain items of machinery, equipment and other tangible personal property (the "Equipment"; and, together with the Cortland Facility, the "2024 Facility") and (B) in the maximum principal amount of $5,450,000, the refinancing of the outstanding principal amount Tompkins County Development Corporation Tax-Exempt Revenue Bonds (Cayuga Medical Center at Ithaca, Inc. Project), Series 2013 issued in the original principal amount of $25,000,000 (the "Series 2013 Bonds"), the proceeds of which were used to finance a certain project (the "Series 2013 Project") consisting of: (a) the construction, reconstruction and installation of improvements to the Institution's existing approximately 309,000 square-foot main hospital facility located at 101 Dates Drive, Ithaca, New York (the "Existing Facility"), such improvements consisting of: (i) an approximately 14,300 square-foot addition to accommodate an expansion of the Institution's Surgical Center, and the reconstruction, renovation and redesign of an approximately 15,100 square-foot area within the existing Surgical Center, (ii) the construction of an approximately 21,918 square-foot addition to accommodate an expansion of the Institution's Pathology and Laboratory Department, and the reconstruction, renovation and redesign of an approximately 1,558 square-foot area within the existing Pathology and Laboratory Department, (iii) the construction of an approximately 500 square-foot addition to accommodate an expansion of the Institution's Obstetrics and Gynecology Department, and the reconstruction, renovation and redesign of an approximately 19, 160 square-foot area within the space formerly occupied by the Pathology and Laboratory Department to accommodate the Obstetrics and Gynecology Department, (iv) the reconstruction, renovation and redesign of certain other existing areas and departments including, but not limited to, Endoscopy, Oncology, Pediatrics, Central Sterile Supply, Would, Information Systems, Pain Management, Sleep Center, and Infusion (collectively, the "2013 Improvements"); (b) the acquisition and installation in and around the Existing Facility, the 2013 Improvements and the Institution's urgent care located at 10 Arrowhead Drive, Ithaca, New York of certain medical equipment and other items of machinery, equipment and tangible personal property (the "2013 Equipment", and collectively with the 2013 Improvements, the "2013 Facility"); and (c) paying certain costs and expenses incidental to the issuance of the 2013 Bonds; and (C) paying certain costs and expenses incidental to the issuance of the Bonds (the costs associated with items (A) through (C) above being hereinafter collectively referred to as the “Project Costs”); AND

WHEREAS, the initial owner of the 2013 Facility and the 2024 Facility is and will be the Company, financed with the proceeds of the Series 2024 Bonds; AND

WHEREAS, pursuant to Article 8 of the New York Environmental Conservation Law and the regulations promulgated thereto at 6 N.Y.C.R.R. Part 617 (collectively referred to as "SEQRA"), the Issuer determined that the Project constitutes a "Type II Action" as said term is defined in SEQRA, and therefore no further action is required to be taken under SEQRA; AND

WHEREAS, pursuant to Section 147(f) of the Code, interest on the Series 2024 Bonds will not be excluded from gross income for Federal income tax purposes unless the issuance of the Series 2024 Bonds and the portion thereof to be applied to finance the portion of the Project comprising the Cortland Facility is approved by the County Legislature after a public hearing to consider both the issuance of the Series 2024 Bonds and the nature and location of the facilities located within the County financed therewith has been conducted following reasonable public notice; AND

WHEREAS, the Issuer held a public hearing, upon proper notice, on behalf of itself and Cortland County on April 9, 2024, in accordance with the Notice of Public Hearing published on March 28, 2024 in *The Ithaca Journal* and *The Cortland Standard*, the Issuer held such a public hearing upon proper notice in compliance with the Code; AND

WHEREAS, to aid the Legislature in its deliberations, the Issuer has made available to the members of the Legislature prior to this meeting (a) the Company's application to the Issuer for financial assistance; (b) the notice of public hearing published in *The Ithaca Journal* and *The Cortland Standard*, (c) the minutes of such public hearing held on April 9, 2024; and (d) the Issuer's Bond Resolution, adopted on April 10, 2024, with respect to the proposed issuance of the Series 2024 Bonds; AND

WHEREAS, the Legislature, after due consideration of the foregoing, as the "applicable elected representative" of Cortland County, New York, within the meaning of Section 147(f)(2)(E) of the Code, desires to approve the issuance of the Series 2024 Bonds and the application of up to $2,100,000 principal amount thereof to finance or refinance the portion of the Project comprising the Cortland Facility, provided the principal, premium, if any, and interest on the Series 2024 Bonds shall be special obligations of the Issuer and shall never be a debt of the State of New York (the "State") or any political subdivision thereof including, without limitation, Cortland County, New York and neither the State nor any political subdivision thereof including, without limitation, Cortland County, New York shall be liable thereon; NOW THEREFORE BE IT

RESOLVED, by the Cortland County Legislature as follows:

Section 1. For the purpose of satisfying the approval requirement of Section 147(f) of the Code and on the recommendation of the Cortland County Finance and Administration Development Committee, the Legislature hereby gives its approval of the issuance by the Issuer of the Series 2024 Bonds, and the application of up to $2,100,000 principal amount of the Series 2024 Bonds to finance or refinance the portion of the Project comprising the Cortland Facility; *provided* that, the Series 2024 Bonds, and the premium (if any) and interest thereon, shall be special obligations of the Issuer and shall never be a debt of the State of New York or any political subdivision thereof including, without limitation, Cortland County, New York and neither the State of New York nor any political subdivision thereof including, without limitation, Cortland County, New York, shall be liable thereon.

Section 2. This Resolution shall be deemed to be made for the benefit of the holders of the Series 2024 Bonds.

Section 3. This Resolution shall take effect immediately.

Executive Session

It was MOVED by Mr. McGovern, seconded by Ms. Jones, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding current litigation, with Ms. Monty, Ms. Hempstead and Mr. Corpora allowed to remain in the room; Mr. Waldbauer recused himself from the Executive Session. MOTION CARRIED.

An executive session was held from 6:59 p.m. to 7:33 p.m., at which time on motion of Mr. Harbin, seconded by Mr. Nauseef, it was unanimously approved by voice vote of members present to exit executive session.

Announcements

Adjournment

The meeting was closed at 7:33 PM

Cortland County Legislature

Legislative Session

~ Minutes ~

Legislative Chambers
Cortland, NY 13045
http://www.cortland-co.org

Thursday, March 28, 2024 **6:00 PM** **Board Room**

Salute to the Flag

Call to Order

The meeting was called to order at 6:04 PM by Chair of the Legislature Kevin Fitch

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Legislator	Present	
Cathy Bischoff	Cortland County, NY	Legislator	Present	
Reed Cleland	Cortland County, NY	Legislator	Present	
Mitchel Eccleston	Cortland County, NY	Legislator	Present	
Beau Harbin	Cortland County, NY	Minority Leader	Present	
Paul Heider	Cortland County, NY	Majority Leader	Present	
Linda Jones	Cortland County, NY	Legislator	Present	
Dominick Mantella	Cortland County, NY	Legislator	Present	
William McGovern	Cortland County, NY	Legislator	Present	
Joseph Nauseef	Cortland County, NY	Legislator	Present	
Christopher Newell	Cortland County, NY	Legislator	Present	
Sandra Price	Cortland County, NY	Legislator	Present	
Ronald J. Van Dee	Cortland County, NY	Legislator	Present	
Keith VanGorder	Cortland County, NY	Legislator	Present	
Eugene Waldbauer	Cortland County, NY	Legislator	Present	
Susan Wilson	Cortland County, NY	Legislator	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	

Minutes Acceptance: Minutes of Mar 28, 2024 6:00 PM (Approval of Minutes)

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Feb 22, 2024 6:00 PM

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Paul Heider, Majority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

Privilege of the Floor

Proclamations & Recognitions

1. 2024 Fair Housing Month Proclamation

RESULT:	**COMPLETED**

2. Proclamation Honoring the SUNY Cortland Red Dragons Football Team: the 2023 NCAA Division III Football Champions

RESULT:	**COMPLETED**

Presentation of Petitions, Communications, and Notice

Receive and File

1. PILOT Notice - ISpice, LLC

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Sandra Price, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

2. 2023 Probation Department Annual Report

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Sandra Price, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

3. 2023 County Clerk Annual Report

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Mitchel Eccleston, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Referred from Finance & Administrative Committee

AGENDA ITEM NO. 1 – Microenterprise Assistance Program Grant Award - Take Off Property Solutions

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Paul Heider, Majority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF BISCHOFF **RESOLUTION NO. 60-24**

Microenterprise Assistance Program Grant Award - Take Off Property Solutions

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on March 28, 2024 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Take Off Property Solutions, of 17-29 Main St., Suite LL5, Cortland, NY 13045, be awarded $35,000 from the Microenterprise program; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum $35,000 to Take Off Property Solutions, of 17-29 Main St., Suite LL5, Cortland, NY 13045, from the Cortland County Microenterprise Assistance Program funding; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review of the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

Resolutions from the Chair

AGENDA ITEM NO. 2 – Resolution Encouraging Cortland County Municipalities to Become Pro-Housing Communities

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kevin Fitch, Chair of the Legislature
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF FITCH **RESOLUTION NO. 61-24**

Resolution Encouraging Cortland County Municipalities to Become Pro-Housing Communities

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WHEREAS, housing affordability and availability are critical issues affecting the residents of Cortland County; AND

WHEREAS, the Pro-Housing Community Program, as outlined by Governor Hochul, aims to address these challenges by promoting responsible development and enhancing housing options for all New Yorkers; AND

WHEREAS, the goals of the Pro-Housing Community Program align with the values and objectives of Cortland County in fostering vibrant, inclusive, and sustainable communities; AND

WHEREAS, participation in the Pro-Housing Community Program offers opportunities for Cortland County municipalities to access technical assistance, funding, and resources to support the development of affordable and accessible housing; AND

WHEREAS, by becoming Pro-Housing Communities, Cortland County municipalities can demonstrate their commitment to addressing housing needs, promoting economic growth, and enhancing the overall quality of life for their residents; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby encourages all municipalities within Cortland County to enroll in the Pro-Housing Community Program administered by the New York State Homes and Community Renewal (HCR); AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby encourages all municipalities to review and update zoning and building codes to allow for housing development in accordance with the guidance from the New York State Office of Homes and Community Renewal; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature urges municipal leaders to actively collaborate with the HCR and other relevant stakeholders to develop and implement strategies that advance the goals of the Pro-Housing Community Program; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature pledges its support to assist municipalities in their efforts to become Pro-Housing Communities by providing necessary resources, guidance, and advocacy; AND BE IT FURTHER

RESOLVED, that copies of this resolution be transmitted to the Governor Hochul, the New York State Office of Homes and Community Renewal, all municipalities within Cortland County, and other relevant stakeholders, urging their support and cooperation in this endeavor.

AGENDA ITEM NO. 3 – Appoint Member - Cortland County Board of Ethics

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kevin Fitch, Chair of the Legislature
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF FITCH **RESOLUTION NO. 62-24**

Appoint Member - Cortland County Board of Ethics

WHEREAS, On August 28, 2008, the Cortland County Legislature adopted Local Law 2 of 2008 "Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees"; AND

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WHEREAS, Local Law 2 of 2008 establishes a five-member County Board of Ethics, charged with the general responsibility for ensuring full compliance with the Code of Ethics and disclosure and which shall serve at the pleasure of the Cortland County Legislature; NOW THEREFORE BE IT

RESOLVED, that the following is hereby appointed to the Board of Ethics for the term designated:

Joan Robinson - Community Member - term to expire December 31, 2027

Referred from Building & Grounds Committee

AGENDA ITEM NO. 4 – Award Bid/Authorize Agreement for County-Wide Elevator/Lift Service and Repair with Kone Inc. - Buildings and Grounds Department

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Paul Heider, Majority Leader
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF HEIDER **RESOLUTION NO. 63-24**

Award Bid/Authorize Agreement for County-Wide Elevator/Lift Service and Repair with Kone Inc. - Buildings and Grounds Department

WHEREAS, Requests for Proposal for service and repair of all elevators, lifts and traction lifts owned by Cortland County were opened February 28, 2024; AND

WHEREAS, the elevators, lifts and traction lifts in existence have been in place for an extended period of time, which requires consistent preventative maintenance as well as the ability to respond in a timely fashion in the event of a service call; AND

WHEREAS, one proposal was submitted as follows:

Kone, Inc.
836 North State Street
Syracuse, NY 13205
Maintenance Agreement - up to $1,575.00/month
Billing Rates for Services Require Outside Scope:
Regular Time - $285.00 per hour
Overtime - $425.00 per hour

; AND

WHEREAS, the Buildings and Grounds Committee recommends including the estimated annual cost for parts and repair based on previous experience, and all other aspects of the services to be offered within the proposal; NOW THEREFORE BE IT

RESOLVED, that on the recommendation of the Buildings and Grounds Committee this Legislature hereby authorizes an elevator service contract with Kone, 836 North State Street, Syracuse, NY, 13208, from March 1, 2024 through February 28, 2030 as the best value offered; AND BE IT FURTHER

RESOLVED, that on approval of the County Attorney or designee, the County Administrator is

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hereby authorized to execute the agreement with Kone for elevator and chairlift service to be funded through Account No. A16205.54015, Maintenance Agreements.

AGENDA ITEM NO. 5 – Amend 2024 Budget/Authorize Agreement with Civic Plus for Audio Eye Website Accessibility - Information Technology

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Paul Heider, Majority Leader
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF HEIDER **RESOLUTION NO. 64-24**

Amend 2024 Budget/Authorize Agreement with Civic Plus for Audio Eye Website Accessibility - Information Technology

WHEREAS, Cortland County has a current contract with CivicPlus for the Cortland County website; AND

WHEREAS, the Cortland County Legislature wishes to continue to include AudioEye through CivicPlus on the Cortland County website to provide increased accessibility to the County website; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to enter into an agreement with CivicPlus, 302 S. 4th Street, Manhattan, KS 66502, for AudioEye in the amount of $4,641.82; AND BE IT FURTHER

RESOLVED, that the 2024 budget be and hereby is amended as follows:

Increase:

A16805.54015 - Maintenance Agreement	$4,641.82
A359900 - Appropriated Fund Balance	$4,641.82

AGENDA ITEM NO. 6 – Authorize Agreement with Northstar Lifts LLC for Installation of CPL Lift at Dwyer Memorial Park - Buildings & Grounds Department

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Paul Heider, Majority Leader
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF HEIDER **RESOLUTION NO. 65-24**

Authorize Agreement with Northstar Lifts LLC for Installation of CPL Lift at Dwyer Memorial Park - Buildings & Grounds Department

WHEREAS, there is a need to replace the elevator/lift at the Main Pavilion of Dwyer Memorial Park; AND

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WHEREAS, the Buildings and Grounds Committee reviewed multiple quotes following no responses being received for a Request for Proposals (RFP) for the project; AND

WHEREAS, the Building and Grounds Committee recommends installing a Garaventa Elvoron CPL at Dwyer Memorial Park; AND

WHEREAS, it is the recommendation of the Building and Grounds Committee to enter into an agreement with Northstar Lifts, LLC, of 496 Route 281, Tully, New York 13159, for the installation of a Garaventa Elvoron CPL at Dwyer Memorial Park; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 155-23 authorizing the use of up to $100,000 of the Buildings and Grounds Capital Reserve, account no. A.386300.B&G, for the replacement of the elevator/lift; NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Northstar Lifts, LLC, of 496 Route 281, Tully, New York 13159, for the installation of a Garaventa Elvoron CPL at Dwyer Memorial Park.

AGENDA ITEM NO. 7 – Award Bid for Lease of 49 Grant Street - Authorize Agreement with Catholic Charities of Cortland County - Buildings and Grounds

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Paul Heider, Majority Leader
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF HEIDER **RESOLUTION NO. 66-24**

Award Bid for Lease of 49 Grant Street - Authorize Agreement with Catholic Charities of Cortland County - Buildings and Grounds

WHEREAS, the Cortland County Buildings and Grounds Department released a Request for Proposals (RFP) for the lease of County-owned property located at 49 Grant Street, Cortland, New York 13045 for a term to not exceed five (5) years; AND

WHEREAS, the successful bidder shall be responsible for all costs and maintenance associated with the property, with the exception of maintenance and repairs to the roof; AND

WHEREAS, bids were received by and publicly opened on March 4, 2024 at 2:30 PM; AND

WHEREAS, one proposal was received from Catholic Charities of Cortland County, of 33-35 Central Avenue, Cortland, New York 13045; AND

WHEREAS, the proposed monthly rental amount is $600 per month to be paid to the County; AND

WHEREAS, the Buildings and Grounds Committee recommends awarding the bid to Catholic Charities of Cortland County for the proposed monthly rental amount of $600; NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into a two (2) year lease agreement with Catholic Charities of Cortland County, of 33-35 Central Avenue, Cortland, New York 13045, beginning

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April 1, 2024; AND BE IT FURTHER

RESOLVED, all revenue from said lease agreement shall be deposited into Account No. A162042.42410.

AGENDA ITEM NO. 8 – Appoint Superintendent of Buildings and Grounds

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Paul Heider, Majority Leader
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF HEIDER **RESOLUTION NO. 67-24**

Appoint Superintendent of Buildings and Grounds

WHEREAS, there is a vacant position of Superintendent of Buildings and Grounds due to a retirement; AND

WHEREAS, the Cortland County Rules of Order (Article IV; 1; I) directs a Committee Chair to "delegate two members of the committee, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature;" AND

WHEREAS, Buildings and Grounds Committee members Paul Heider and Ronald VanDee were delegated and conducted interviews with the County Administrator and offered a recommendation for this appointment; AND

WHEREAS, the County Legislature has received from the County Administrator and the Buildings and Grounds Committee the recommendation for appointment of Allen Pankhurst as Superintendent of Buildings and Grounds; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint Allen Pankhurst, as Superintendent of Buildings and Grounds effective March 29, 2024 at 12:01 AM, at an annual salary of $66,481 (Management Compensation Plan Grade 8, Step 1, Competitive Class) pursuant to the terms and conditions of the Management Confidential/Management Employment Policy.

Referred from Highway Committee

AGENDA ITEM NO. 9 – Appoint Members - Cortland County Airport Citizen's Advisory Committee

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christopher Newell, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NEWELL **RESOLUTION NO. 68-24**

Appoint Members - Cortland County Airport Citizen's Advisory Committee

WHEREAS, the County owns and operates the Cortland County Airport at Chase Field; AND

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WHEREAS, Resolution No. 213-15 created and appointed members to the County Airport Citizen's Advisory Committee; AND

WHEREAS, Resolution No. 151-18 adopted the By-Laws for Cortland County Airport Citizen's Advisory Committee; AND

WHEREAS, the membership, per the By-Laws, of the Cortland County Airport Citizen's Advisory Committee shall consist of ten (10) members and an alternate legislative liaison; AND

WHEREAS, the ten (10) members shall include a member of the Legislature in the capacity of liaison; with an alternate Legislator allowed in the event the liaison is unable to attend a meeting, the Cortland County Highway Superintendent, and eight (8) at-large members representing varied economic development, business and airport user interests; NOW THEREFORE BE IT

RESOLVED, that the following individuals be and hereby are appointed to the Cortland County Airport Citizen's Advisory Committee for a term to begin immediately and expire Dec. 31, 2025:

Name	Capacity
Patrick M. Snyder	At-large Member
Brendan O'Bryan	At-large Member
James Spaller	At-large Member
David Keck	At-large Member
Matthew Wetherell	At-large Member
William Cobb	At-large Member
Douglas Withey	At-large Member
Charles Sudbrink	Superintendent of Highways
Christopher Newell	Legislative Liaison
Paul Heider	Alternate Legislative Liaison

; AND BE IT FURTHER

RESOLVED, that the Committee shall provide advisory opinions to the Highway Committee and Legislature on airport operations and improvements, and goals for future development and financial security of the Cortland County Airport; AND BE IT FURTHER

RESOLVED, that the Cortland County Airport Citizen's Advisory Committee shall prepare and submit meeting minutes to the Legislature Office.

AGENDA ITEM NO. 10 – Create Two (2) Solid Waste Flow Control Officers - Highway Department

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christopher Newell, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NEWELL **RESOLUTION NO. 69-24**

Create Two (2) Solid Waste Flow Control Officers - Highway Department

WHEREAS, the needs of the Highway Department - Solid Waste Division will be better served by creating two (2) Solid Waste Flow Control Officers ($30.00/hr, per diem, no benefits, pending

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jurisdictional classification); AND

WHEREAS, the Highway Committee recommends the creation of these positions; NOW THEREFORE BE IT

RESOLVED, that two (2) Solid Waste Flow Control Officers ($30.00/hr, per diem, no benefits, pending jurisdictional classification) be created with permission to fill effective March 29, 2024, for a total cost not to exceed $30,000.

AGENDA ITEM NO. 11 – Appoint Members to the Dwyer Memorial Park Advisory Board - Highway Department

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christopher Newell, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NEWELL **RESOLUTION NO. 70-24**

Appoint Members to the Dwyer Memorial Park Advisory Board - Highway Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 298-18 to Establish The Dwyer Memorial Park Citizen's Advisory Board; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 43-24 which adopted the By-Laws of the Dwyer Memorial Park Citizen's Advisory Board; AND

WHEREAS, the By-Laws state that the Advisory Board shall consist of 5-7 members that shall be residents of Cortland County and familiar with Dwyer Memorial Park; AND

WHEREAS, the term of appointment to the Board shall be for four (4) years; AND

WHEREAS, the Committee provides recommendations and feedback regarding current and future use of the park; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendation of the Cortland County Legislature's Highway Committee, the following names are hereby approved for service on said Board for a term to expire on December 31, 2027:

Linda Jones - 2087 E. River Road, Cortland, NY 13045
Larry Jones - 2087 E. River Road, Cortland, NY 13045
Judah Currie - 6559 Steger Road, Preble, NY 13141
Daron Foster - 5771 Haights Gulf Road, Cortland, NY 13045
Kaidon Foster - 5771 Haights Gulf Road, Cortland, NY 13045
Steven Fisher -5579 Edonna Drive, Homer, NY 13045
Gary Lawrence - 1805 Mountain View Drive, Homer, NY 13077

AGENDA ITEM NO. 12 – Authorize Memorandum of Agreement Between Cortland County and the Town of Preble for Sidewalk Installation on Little York Lake Road

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RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christopher Newell, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NEWELL **RESOLUTION NO. 71-24**

Authorize Memorandum of Agreement Between Cortland County and the Town of Preble for Sidewalk Installation on Little York Lake Road

WHEREAS, the safety and accessibility of roadways are of paramount importance to Cortland County; AND

WHEREAS, the installation of sidewalks along portions of roadways enhances pedestrian safety and promotes community well-being; AND

WHEREAS, Little York Lake Road, situated within the jurisdiction of the Town of Preble, lacks sidewalks, posing risks to pedestrians and cyclists; AND

WHEREAS, Cortland County has the resources and expertise to undertake the installation of sidewalks along the designated portion of Little York Lake Road; AND

WHEREAS, the Cortland County Legislature's Highway Committee recommends authorizing a Memorandum of Agreement with the Town of Preble for the installation of a sidewalk on a portion of Little York Lake Road owned by the Town of Preble, to be installed by the Cortland County Highway Department; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes a Memorandum of Agreement with the Town of Preble for the installation of a sidewalk on a portion of Little York Lake Road owned by the Town of Preble, to be installed by the Cortland County Highway Department.

AGENDA ITEM NO. 13 – Authorize 2024 Landfill Amnesty Credit for Municipalities - Highway Department/Landfill

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christopher Newell, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NEWELL **RESOLUTION NO. 72-24**

Authorize 2024 Landfill Amnesty Credit for Municipalities - Highway Department/Landfill

WHEREAS, the Highway Committee of the Cortland County Legislature believes that the municipalities of Cortland County will be better served by authorizing a credit to be used at the Cortland County Landfill for the disposal of waste other than garbage at no charge; AND

WHEREAS, the Highway Committee has previously recommended that there be a 30-ton limit per municipality; AND

WHEREAS, the Cortland County Landfill no longer accepts tires at their facility; AND

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WHEREAS, the Cortland County Superintendent of the Highways is authorized to establish a credit for each municipality to dispose of waste at no charge; NOW THEREFORE BE IT

RESOLVED, the Superintendent of the Highway Department shall provide each municipality in Cortland County a credit of $2,700.00 for 2024 and allow said municipalities to dispose of their waste other than garbage at the Cortland County Landfill; AND BE IT FURTHER

RESOLVED, that only authorized municipal representatives utilizing authorized municipal vehicles may bring the waste to the County Landfill in order to make use of the above referenced credit; AND BE IT FURTHER

RESOLVED, that any metal objects (including white goods), construction and demolition waste, and tree waste shall be separated by category at the landfill site by the municipality making delivery; AND BE IT FURTHER

RESOLVED, that tires shall be excluded as an item that is accepted from the municipalities wishing to utilize the amnesty credit; AND BE IT FURTHER

RESOLVED, the Cortland County Superintendent of the Highways shall furnish the Legislature with an accounting of all waste delivered to the landfill utilizing the amnesty credit.

Referred from Government Operations Committee

AGENDA ITEM NO. 14 – Authorize Closure of Bank Account/Reallocation to Petty Cash Account - County Clerk

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NAUSEEF **RESOLUTION NO. 73-24**

Authorize Closure of Bank Account/Reallocation to Petty Cash Account - County Clerk

WHEREAS, the Cortland County Legislature adopted Resolution No. 63-06 establishing a joint petty cash account for the County Clerk and DMV offices (the departments) in the amount of $1,300; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 282-21 allowing $175 of the $1,300 to be dedicated to a department cash account, where a checking account was established; AND

WHEREAS, access to the checking account is no longer needed; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby directs the County Clerk to close the bank account and add the $175 bank balance to the petty cash account available within the departments; AND BE IT FURTHER

RESOLVED, the joint petty cash account available within the departments be shared as follows:

County Clerk location: $400
DMV location: $900

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AGENDA ITEM NO. 15 – Abolish Position of Risk Manager/Create Safety Director Position - County Attorney's Office

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Paul Heider, Majority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NAUSEEF **RESOLUTION NO. 74-24**

Abolish Position of Risk Manager/Create Safety Director Position - County Attorney's Office

WHEREAS, the needs of the County Attorney's Office will be better served by abolishing one (1) position of Risk Manager and creating one (1) position of Safety Director; AND

WHEREAS, the Government Operations Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Risk Manager (Grade 9, Management Compensation Plan, $61,842-82,312, competitive class, full time with benefits) be and hereby is abolished effective March 28, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Safety Director (Grade 9, Management Compensation Plan, $61,842-82,312, competitive class, full time with benefits) be created with permission to fill effective March 29, 2024 at 12:01 am.

AGENDA ITEM NO. 16 – Appoint Democratic Election Commissioner

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF NAUSEEF **RESOLUTION NO. 75-24**

Appoint Democratic Election Commissioner

WHEREAS, the term of Thomas Brown, duly appointed Cortland County Democratic Election Commissioner expires December 31, 2024; AND

WHEREAS, the Cortland County Democratic Committee has submitted a certification endorsing the reappointment of Thomas Brown as the Cortland County Democratic Election Commissioner; NOW THEREFORE BE IT

RESOLVED, that Thomas H. Brown, of 6 Hamlin Street, Cortland, NY 13045, be and hereby is appointed as the Cortland County Democratic Election Commissioner for a term set to run January 1, 2025 through December 31, 2028.

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Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 17 – Authorize and Accept Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant - Department of Emergency Response & Communications

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Sandra Price, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF PRICE **RESOLUTION NO. 76-24**

Authorize and Accept Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant - Department of Emergency Response & Communications

WHEREAS, the New York State Senate through Senator Webb's office has awarded the Cortland County Department of Emergency Response and Communications a Community Resiliency, Economic Sustainability, and Technology Program ("CREST") grant in the amount of $200,000.00 resulting in no new county costs; AND

WHEREAS, the grant will be covering the purchase and installation of two (2) breathing air compressors machines for the Cortland County fire service; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, County Attorney and Director or Finance, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby are authorized to sign the grant contract with the State of New York Dormitory Authority at an amount not to exceed $200,000; AND BE IT FURTHER

RESOLVED, that the 2024 budget is amended as follows:

	Current	Change	Revised
A34105.43306.CREST	0	$200,000	$200,000
A34105.52015.CREST	0	$200,000	$200,000

; AND BE IT FURTHER

RESOLVED, that the Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, 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.

Referred from Agriculture/Planning/Environment Committee

Referred from Health & Human Services Committee

AGENDA ITEM NO. 18 – Authorize Agreement for Expanded In-Home Services for the Elderly (EISEP) and Caregiver Respite Programs - Office for Aging

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RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Christopher Newell, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF VAN DEE **RESOLUTION NO. 77-24**

Authorize Agreement for Expanded In-Home Services for the Elderly (EISEP) and Caregiver Respite Programs - Office for Aging

WHEREAS, the Expanded In-Home Services for the Elderly (EISEP) and Caregiver Respite programs provide critical services to frail older adults; AND

WHEREAS, the Office for Aging requires the services of outside service providers and private organizations to fulfill its charge; AND

WHEREAS, the Office for Aging wishes to enter into a contract with CNY Seniors d/b/a Home Instead Senior Care of Ithaca, for the provision of non-medical personal care, chore/housekeeping services, and caregiver respite; AND

WHEREAS, the total amount of all EISEP and Caregiver Respite contracts shall not exceed the available funds allocated to each program as follows:

EISEP Services	$130,652
Caregiver Respite	$2,500

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute said agreement.

AGENDA ITEM NO. 19 – Authorize Local Aging Adult for Satellite Services (LASS) Site Laptop Memorandums of Understanding - Office for Aging

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Paul Heider, Majority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF VAN DEE **RESOLUTION NO. 78-24**

Authorize Local Aging Adult for Satellite Services (LASS) Site Laptop Memorandums of Understanding - Office for Aging

WHEREAS, the Cortland County Office for Aging (CCOFA) has entered into agreements with the following entities to provide Local Aging Adult Satellite for Services (LASS) programs:

Town of Preble - Contract No. 325-23
Cortland Chenango Rural Services - Contract No. 326-23

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Scott Club, Inc. - Contract No. 327-23
Virgil United Methodist Church - Contract No. 328-23
Town of Truxton - Contract No. 329-23

; AND

WHEREAS, the CCOFA purchased six laptops in October of 2022 utilizing HDC5 Consolidated Appropriations Act funds for the enhancement of older adult programming; AND

WHEREAS, the CCOFA has determined it would be beneficial for the LASS programs to have equipment capable of connecting their sites to the CCOFA Age Well Center to engage in shared programming opportunities; NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature be and hereby approves the County Administrator and the CCOFA Director, upon review and approval by the County Attorney or designee, to sign Memorandums of Understanding for the loan and use of the aforementioned laptops to the organizations outlined herein for the purposes previously stated for the period April 1, 2024 to March 31, 2029 with the option for renewal.

AGENDA ITEM NO. 20 – Authorize Agreements for Contractual Psychiatrists - Mental Health Department

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF VAN DEE **RESOLUTION NO. 79-24**

Authorize Agreements for Contractual Psychiatrists - Mental Health Department

WHEREAS, the Mental Health Department is in need of psychiatrists to serve its population and provide required NYS CPL 730 and MHL 9.60 evaluations; AND

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

WHEREAS, Dr. Annas and Dr. Kumar, both licensed psychiatrists, are contractors selected to provide this to the Mental Health Department; NOW THEREFORE BE IT

RESOLVED, that the 2024 Cortland County Budget be and hereby is amended as follows:

Decrease:

A43105-51010-4200 $40,000

Increase:

A43115-54615 $40,000

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be

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and hereby is authorized to enter into an agreement with Dr. Annas and Dr. Kumar, M.D. for Mental Health Department required NYS CPL 730 and MHL 9/60 evaluation services.

AGENDA ITEM NO. 21 – Appoint Member - Older Americans Act Advisory Council

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF VAN DEE **RESOLUTION NO. 80-24**

Appoint Member - Older Americans Act Advisory Council

WHEREAS, the By-Laws of the Older Americans Act Advisory Council of the Cortland County Office for Aging state membership shall be 15-25 voting members with at least fifty percent of the membership to be at least sixty years of age that represent target group seniors according to the Older Americans Act of 1965, as amended, and shall also include representatives of health care provider organizations, including veterans and supportive services provider organizations, be broadly representative of all aspects of the county, and include local elected official and the general public; AND

WHEREAS, Article 4, Section 4, states the term shall be for three years, or appointed to complete a term of a person who has resigned, the new person's length of term is defined as the period of the original member's term, with a maximum of two consecutive terms; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby is appointed to the Older Americans Act Advisory Council of the Cortland County Office for Aging:

Name	Capacity	Term Number	Term Expiration
Sharon Torres	Community Member	1st Term	12/31/2026

AGENDA ITEM NO. 22 – Authorize Contracts/Delegate Authority -Community Impact Dollars for HEALing Community Study - Mental Health Department

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF VAN DEE **RESOLUTION NO. 81-24**

Authorize Contracts/Delegate Authority -Community Impact Dollars for HEALing Community Study - Mental Health Department

WHEREAS, the Cortland County Mental Health Department has been awarded an increase in Community Impact Dollars (CID) from $262,813 to $483,949 as part of the Columbia HEALing Community Study (HCS); AND

WHEREAS, the HCS leadership committee has designated the funds to be used for funding evidence-based practices and communications interventions matching the approved Columbia budget and action plans; AND

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WHEREAS, it is the recommendation of the Health and Human Services Committee to authorize the Cortland County Administrator, Chair of the Cortland County Legislature's Health and Human Services Committee and the Director of Community Services for Cortland County to approve the designation of funds to the following Cortland County contracted agencies; with these budget adjustments:

2023-2024 Columbia Approved	Original CID	Updated CID
Access to Independence	$24,590	$32,343
Cayuga Addiction & Recovery Services	$30,782	$251,918
CACTC	$33,291	$33,291
Cortland County Health Dept.	$37,191	$37,191
Family & Children's Counseling Services	$136,959	$129,206
TOTAL	**$262,813**	**$483,949**

; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, Chair of the Cortland County Legislature's Health and Human Services Committee and the Director of Community Services for Cortland County will approve the designation of funds to various Cortland County contracted agencies; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute agreements with approved county contracted agencies for these funds; AND BE IT FURTHER

RESOLVED, the Director of Finance is authorized to pay the approved county contracted agencies from the appropriate expense account.

AGENDA ITEM NO. 23 – Resolution Calling for the SFY 2024-25 Enacted Budget to Include Reforms for Determining the Capacity of a Defendant to Stand Trial

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF VAN DEE **RESOLUTION NO. 82-24**

Resolution Calling for the SFY 2024-25 Enacted Budget to Include Reforms for Determining the Capacity of a Defendant to Stand Trial

WHEREAS, section § 730 of the Criminal Procedure Law (CPL) provides that defendants charged with felonies who are mentally ill and/or developmentally disabled and who are determined by a court to be unable to understand the charges against them or participate in their own defense (often called "730's") are sent to New York State-operated forensic hospitals solely for the purpose of trying to restore them to competency so they can stand trial; AND

Minutes Acceptance: Minutes of Mar 28, 2024 6:00 PM (Approval of Minutes)

WHEREAS, the origin of CPL § 730 dates back over five (5) decades to the laws of 1970, and parts of it have been declared to be unconstitutional; AND

WHEREAS, competency restoration provides necessary medications but primarily provides services such as courtroom training to familiarize the defendant with courtroom procedures so they can participate in their trial; AND

WHEREAS, in the cases for which restoration is appropriate, most defendants can generally be restored within 90-150 days; AND

WHEREAS, unfortunately, there are also numerous situations where defendants have been kept in restoration for periods of three, six, or even 10 years; AND

WHEREAS, these lengthy confinements have been declared to be unconstitutional by the U.S. Supreme Court as shown in the case of *Jackson v. Indiana* (1972), which provides that states may not indefinitely confine criminal defendants solely on the basis of incompetence to stand trial; AND

WHEREAS, the Office of Mental Health (OMH) has diverged from agreements with the county mental health commissioners/directors of community services to provide specific and timely information on the clients/defendants ordered to restoration; AND

WHEREAS, the SFY 2020-21 budget required counties to pay 100 percent of the OMH State Operations costs for individuals receiving court-ordered mental health competency restoration services at State-operated Forensic Psychiatric Centers; AND

WHEREAS, as the full payors of these services, the commissioners must have timely access to any pertinent client information as deemed necessary to effectively manage their responsibilities under the Mental Hygiene Law; AND

WHEREAS, the county cost of these services is over $1,300 per day and current statute does not require a timeline be established for when a defendant is unable to be restored; AND

WHEREAS, the county cost of restoration for one defendant can be upwards of $400,000 per year; AND

WHEREAS, in New York State, counties, through the county tax levy, already bear an overwhelming portion of the financial burden for supporting individuals suffering from serious mental illness, and the requirement to assume 100% of 730.20 competency restoration costs has taken away millions of dollars from critical behavioral health programming in the community; AND

WHEREAS, given the advances in the behavioral health and the modernization of the criminal justice system, it is time for the State to reform the statutory authority governing competency restoration to ensure that only individuals who are appropriate subjects of 730 court orders are sent for restoration in accordance with the current state of these two systems; AND

WHEREAS, the Legislature has introduced S.1874 (Brouk)/A.5063 (Gunther), which seeks to address the reforms necessary to update the archaic requirements of current statute, many which have been deemed unconstitutional and includes a critical requirement to reinvest any savings derived by the counties back into the local mental hygiene systems of care as follows:

- CPL § 730.10 shall be modified to make clear that restoration is not mental health treatment, so the judiciary is better informed that a 730 order does not treat underlying mental health conditions;

- CPL § 730.20 shall be reformed to establish specific criteria for 730 examiners, streamlining the process to establish equity across the system, and that the psychiatrist or psychologist conducting

Minutes Acceptance: Minutes of Mar 28, 2024 6:00 PM (Approval of Minutes)

the psychiatric exam tell the court whether or not there is a reasonable chance of restoration, thereby granting the court an opportunity to allow diversion to mental health treatment;

- OMH will consistently follow their agreements with the county mental health commissioners/directors of community services to provide specific and timely information on the clients/defendants ordered to restoration;

- CPL § 730.20 shall adjust the fee for reimbursing psychiatric examiners;

- CPL § 730.50 shall limit the time defendants are ordered for restoration services; AND BE IT FURTHER

- MHL § 9.33 shall allow individuals to be transferred to Article 9 facilities if it is determined that a defendant is unable to be restored;

- MHL § 43.03 shall require Local Governmental Units (counties) to reinvest savings from these reforms into community mental health services

; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature calls on the State to support all provisions outlined in S.1874 (Brouk)/A.5063 (Gunther); AND BE IT FURTHER

RESOLVED, NYSAC shall forward copies of this resolution to Governor Kathy Hochul and the New York State Legislature encouraging them to include these reforms in the SFY 2025 Enacted Budget.

Referred from Finance & Administration Committee Cont.

AGENDA ITEM NO. 24 – Resolution Calling for the Restoration of Funding for the Tourism Matching Grants Program in the SFY 2025 State Budget

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF BISCHOFF **RESOLUTION NO. 83-24**

Resolution Calling for the Restoration of Funding for the Tourism Matching Grants Program in the SFY 2025 State Budget

WHEREAS, the Tourism Matching Grants Program is a state-funded assistance program used by county and regional Tourism Promotion Agencies (TPAs), which are charged with researching, advertising, and marketing New York's top tourism destinations; AND

WHEREAS, this competitive grant program is one of the few remaining public-private partnerships where the state matches private TPA funding dollar-for-dollar, doubling the money used for targeted tourism promotion; AND

WHEREAS, in 2022, New York State welcomed a record 291.5 million visitors, the largest number of visitors in New York State's history, generating more than $78.6 billion in direct spending and $123 billion in total economic impact; AND

Minutes Acceptance: Minutes of Mar 28, 2024 6:00 PM (Approval of Minutes)

WHEREAS, direct visitor spending was also up seven percent from 2019, growing to $79 billion from the previous record-high $73.6 billion; AND

WHEREAS, tourism is the primary economic driver for many upstate communities that have not recovered fully from the economic aftershocks of the COVID pandemic; AND

WHEREAS, while unemployment nationwide has rebounded since the pandemic and reached record lows, the unemployment rate in New York state lags the nation; AND

WHEREAS, Tourism Matching Grants Program was funded at $3.8 million prior to 2021 and has seen gradual decreases since; AND

WHEREAS, the SFY 2025 Executive Budget decreases funding for Tourism Matching Grants Program from $3.45 million to 2.45 million; AND

WHEREAS, now is not the time to decrease this vital funding to local communities; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature urges Governor Kathy Hochul and the New York State Legislature to restore funding for the Tourism Matching Grants Program to a minimum of $3.45 million in the final SFY 2025 State Budget; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature be and hereby is directed to forward copies of this resolution to Governor Kathy Hochul, the New York State Legislature, the Commissioner of Agriculture and Markets, and all others deemed necessary and proper.

AGENDA ITEM NO. 25 – Rescind Resolution No. 214-23 - Allocation of Opioid Reserve Funding to the Alcohol and Drug Council of Tompkins County, Inc.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Wilson, Fitch

ON MOTION OF BISCHOFF **RESOLUTION NO. 84-24**

Rescind Resolution No. 214-23 - Allocation of Opioid Reserve Funding to the Alcohol and Drug Council of Tompkins County, Inc.

WHEREAS, Resolution No. 214-23 authorized funding the Alcohol and Drug Council of Tompkins County, Inc. of 201 E. Green Street, Ithaca, NY 14850 in the amount of $100,000 from the Opioid Settlement Reserve Fund, A386300.OPD, for a counselor for one year ($65,625) and general operating expenses ($34,375); AND

WHEREAS, Cortland County received notice of the closure of the Alcohol and Drug Council of Tompkins County, Inc; AND

WHEREAS, it is the recommendation of the Finance and Administration Committee to rescind Resolution No. 214-23 due to the closure of the Alcohol and Drug Council of Tompkins County, Inc.; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 214-23 be and hereby is rescinded; AND BE IT FURTHER

Minutes Acceptance: Minutes of Mar 28, 2024 6:00 PM (Approval of Minutes)

RESOLVED, that $100,000 of the Opioid Settlement Reserve Funding that was previously allocated to the Alcohol and Drug Council of Tompkins County, Inc remain in the Opioid Settlement Reserve Fund, A386300.OPD, for future allocation.

Announcements

Adjournment

The meeting was closed at 6:33 PM

Minutes Acceptance: Minutes of Mar 28, 2024 6:00 PM (Approval of Minutes)

Dear Legislators,

I stand before you to say "thank you" on behalf of the League of Women Voters of Cortland County for putting a memorandum of support for the NYS Packaging Reduction and Infrastructure Act (S4246B/A5322B) on your agenda tonight. We are a non-partisan organization and we encourage all citizens to vote and become actively engaged in their government.

The LWV is a national organization that supports policies to reduce the generation of waste and promote the reuse and recycling of solid and hazardous wastes. This bill, if passed, will do just that. It will reduce plastic packaging by 50% within 12 years and achieve a 70% recycling rate for all packaging within 10 years of enactment. Furthermore, it will phase out some highly toxic chemicals used in packaging. But, this bill exempts any company making less than $5 million in annual revenue or any company that produces less than 2 tons of packaging material yearly. Medical devices and medical packaging are also exempt.

Here in Cortland we all know we have a trash problem. Our landfill is filling up far faster than anticipated - in fact 13 years faster than expected. Right now our Highway Committee is working on a new Solid Waste Management Plan (our current one is set to expire in 2024). This is a perfect time to support innovative legislation that will help our county reduce its waste.

If you pass this memorandum of support you will be joining a host of other local governments that have passed similar support resolutions: counties such as Albany, Monroe, Suffolk, Sullivan, Tompkins, Ulster, Westchester, as well as a number of cities such as the City of NY, Hudson, and Rochester.

Thank you again for addressing this important issue.

Kim Cameron

Kim Cameron, Co-President

LWV LEAGUE OF WOMEN VOTERS' OF CORTLAND COUNTY

Phone: 315-427-8291

Web: https://www.lwvcortlandcounty.org

FB: https://www.facebook.com/LWVCortlandCounty

Attachment: Public Comment - K.Cameron - 4-25-24 (12213 : Kim Cameron - Agenda Item No. 13)

T-Free zone REALITY CHECK

TOMPKINS COUNTY Whole Health

Ithaca CITY SCHOOL DISTRICT

KEEP YOUR FOCUS, NOT YOUR FIX.

Vaping can make life a blur.

Save your breath for the things you love to do.

T-Free zone REALITY CHECK

TOMPKINS COUNTY Whole Health

Ithaca CITY SCHOOL DISTRICT

Vaping and want to quit? Start by keeping a daily log of how often you are using. Then cut back your use a bit every week.

Attachment: FINAL Keep Your Focus Not your Fix Poster Series (12208 : Reality Check Presentation)

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TOMPKINS COUNTY Whole Health

Ithaca CITY SCHOOL DISTRICT

You're not alone.

In Tompkins County, 88% of students in grades 7-12 have NEVER vaped nicotine. (2023 CLYDE Survey)

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KEEP YOUR FOCUS, NOT YOUR FIX.

Vaping can make life a blur.

Save your breath for the things you love to do.

Make quitting easier.

It can be hard to quit once you start, but there are resources that can help.

Text DROPTHEVAPE to 88709

T-Free zone REALITY CHECK

TOMPKINS COUNTY Whole Health

Attachment: FINAL Keep Your Focus Not your Fix Poster Series (12208 : Reality Check Presentation)

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T-Free zone
REALITY CHECK

TOMPKINS COUNTY
Whole Health

Ithaca
CITY SCHOOL DISTRICT

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T-Free zone
REALITY CHECK

TOMPKINS COUNTY
Whole Health

KEEP YOUR FOCUS, NOT YOUR FIX.



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T-Free zone REALITY CHECK

TOMPKINS COUNTY Whole Health

Ithaca CITY SCHOOL DISTRICT

Being a teen can be stressful.
Identify the people in your life who you can talk to about your struggles and achievements.
Share your story.

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Attachment: FINAL Keep Your Focus Not your Fix Poster Series (12208 : Reality Check Presentation)

Public Health
Prevent. Promote. Protect.
Cortland County Health Department

Cortland County Health Department

ANNUAL REPORT 2023









Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

VISION

To promote health, prevent disease, injury, and disability while enhancing the quality of life within our community.

MISSION

Healthy People in a Healthy Community

VALUES

Leadership

We are recognized throughout the community for our integrity, advocacy, innovation and effective approach to public health.

Transparency

We maintain the highest levels of professionalism, accountability, honesty and fairness as responsible public health professionals.

Excellence

We have a strong commitment to quality and competency in order to provide optimal service to the community.

Collaboration

We develop, nurture, and leverage key partnerships throughout the community to improve health and support a strong public health system.

Inclusiveness

We promote a diverse culture that encourages inclusivity, collaboration, flexibility, and approachability.

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

NOTE FROM THE PUBLIC HEALTH DIRECTOR

I am pleased to share the 2023 Cortland County Health Department's Annual Report with our community. The work we do in Public Health is ever-changing, complex, and challenging, yet what remains constant is our responsibility to protect the public's health and lead efforts to improve the overall health and well-being of the community. This report demonstrates the commitment of staff to ensure the people of Cortland County benefit from comprehensive, science and evidence-based public health practice, policy, services and programs.



The department experienced a year of opportunities and challenges that have deepened and reinforced our drive and efforts to improve the health of Cortland County residents. In this report, we share some of the exciting work that we are doing to help support the health and wellness not only for Cortland County residents but also for those that visit our community. We also provide an update on our accreditation status and the steps we are taking to prepare for re-accreditation.

Continued collaboration with our community residents, stakeholders, and partners helps us to be successful and strengthen our ability to affect the changes that are needed. We could not do it without their help and support. I also want to express my heartfelt thanks to all of the Cortland County Health Department staff for their ongoing dedication to improving the health of residents in this county.

Sincerely,

Nicole Anjeski, MS, MPH
Public Health Director

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

PUBLIC HEALTH WEEK 2023

The American Public Health Association celebrates National Public Health Week the first week in April each year. National public health week recognizes the contributions public health makes globally, nationally, and locally the improve health.

The 2023 National Public Health week theme was *Centering and Celebrating Cultures in Health*. Each day, CCHD highlighted our divisions, as well as a program that aligned with the daily theme for National Public Health Week. We highlighted: partnerships with the LGBTQ Center through our tobacco program, the gun lock distribution project led by our Public Health Fellow, the education our nurses do surrounding STIs, the Community Health Improvement Plan's mental health partner organizations, the county's mobility program in rural towns, services provided by our Children with Special Needs therapy team, and the food and water safety program led by our Sanitarians.











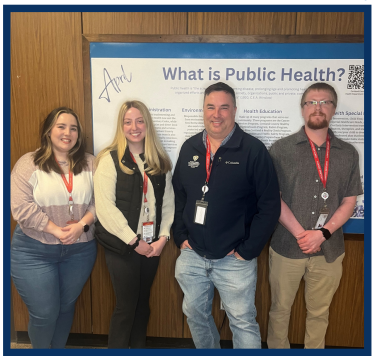




Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

STAFF









Nicole Anjeski, Marrisa Archer, Missi Babcock, Kelli Bell, Anna Bennett, Margaret Broderick, Jhenelle Clark, Nancy Colasurdo, Hannah Commins, Brooke D'Agostino, Maria DeRado, Rhonda Fitzpatrick, Derek Green, Beth Greene, Paul Gugerty, Jennifer Hamilton, Scarlett Head, Jennifer Hillman, Courtney Johnson, Kathleen Jorgensen, Nicole Koekebacker, Courtney Maxson, Maureen McDermott-Mulherin, Lisa McGee, Cheryl Mrozowski, Adrienne Nadge, Elizabeth Nichols, Suzanne Osterhoudt, Katee Padbury, Hinal Patel, Lisa Perfetti, Laura Pforter, Alanna Powell, Christopher Quinlan, Regina Reinschmidt, Jeannine Reyngoudt, Sandra Rivera, Michael Ryan, Lisa Schmitt-Bacani, Kathryn Smith, Pam Stanton, Rose Walsh, Donald Ware, Ianthe Warner

NEW STAFF

- **Scarlett Head -** Senior Account Clerk
- **Marissa Archer -** Public Health Sanitarian
- **Chris Quinlan -** Public Health Technician
- **Nancy Colasurdo -** Public Health Educator
- **Hinal Patel -** Public Health Fellow
- **Alanna Powell -** Public Health Fellow
- **Brooke D'Agostino -** Public Health Fellow
- **Jhenelle Clarke -** Public Health Fellow

RETIREMENTS

- **JoAnn Davis,** Medical Services Clerk
  25 Years of Service
- **Phyllis Guest,** Public Health Sanitarian
  20 Years of Service
- **Terrie Atwood,** EI Service Coordinator
  10 Years of Service
- **Mike Ryan,** Director of Environmental Health
  12 Years of Service

Medical Advisor - Ngozi Mezu-Patel, MD
Board of Health - Bonni C. Hodges PhD (President), Susan Williams (Vice President), Marisa Clifford MDD, Cindy Johnson MD, Nicole Villapiano MD, Mary Wright RN, Sandra Price (Legislature)

PUBLIC HEALTH ACCREDITATION 2023 UPDATE

In 2023, the Accreditation Team - comprised of staff from each division and all levels - continued to prepare for the reaccreditation process which will begin in 2027. While still several years away from applying for reaccreditation, the department strives for continued adherence to all Public Health Accreditation Board (PHAB) standards and measures.



2023 Accreditation Highlights:

- Public Health Director, Nicole Anjeski, was featured as a 'Story of Impact' on the PHAB website in November.
- Team leaders & domain teams (which include all staff members) were established for all 10 Domains.
- The Accreditation Team had 8 meetings to discuss implementation/evaluation of major departmental plans.
- Measure 7.1.1 (the only domain not demonstrated during initial accreditation) was submitted for review in the 2023 Annual Report and PHAB provided feedback and areas for improvement.

Reaccreditation Timeline

Nov. 2021 — Cortland County Health Department becomes one of only 16 local health departments in NYS to achieve National Accredition.

2022 to 2026 — Domain Teams meet monthly and annual reports due in December of each year to prepare for reaccreditation.

Dec. 2026 — Application to apply for reaccreditation due to the Public Health Accreditation Board.

2027 & Beyond — Future reaccreditation dates are determined by the accreditation application approval

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

PERFORMANCE MANAGEMENT 2023

In 2023, CCHD began building out our Performance Management System (PMS) which tracks if our community (Community Health Improvement Plan), organizational (CCHD Strategic Plan), and program level initiatives are being implemented as planned in 2023 and 2024. Additionally, the PMS will be used in 2025 to evaluate if what we did actually contributed to meeting departmental and community health objectives and goals (aka - did what we do actually work?)

CCHD Strategic Plan

An organizational level plan for CCHD that outlines ways, as an organization, we will address the highest organizational priorities over the next three years. Priorities are selected based on an "environmental scan" of internal programmatic data, employee surveys, and input from partnering agencies. The Strategic Plan is closely related to the CHIP, as the priorities selected for the Strategic Plan, will ideally place the department in the best possible position to address the health problems outlined in the CHIP.

Community Health Improvement Plan

A collaborative community level plan between CCHD, GCMC, and many other partnering agencies that outlines the ways, as a community, the highest priority health problems will be addressed over the next three years. Priorities are selected based on the Community Health Assessment which included community feedback and partner prioritization. Many interventions for the CHIP are tracked via the Community Health Improvement Plan data processes, but not all. Additionally, many CCHD program are incorporated into the CHIP.

CCHD Programs

CCHD programmatic performance management data is tracked internally by each CCHD program. This data is reported monthly to the Board of Health and reports are available publicly on the CCHD website. If there is interest in specific data for a health department related program please contact Margaret Broderick, Epidemiology Manager (mbroderick@cortland-co.org)

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Cortland County Health Department Strategic Plan

Priority #1: Public Health Workforce

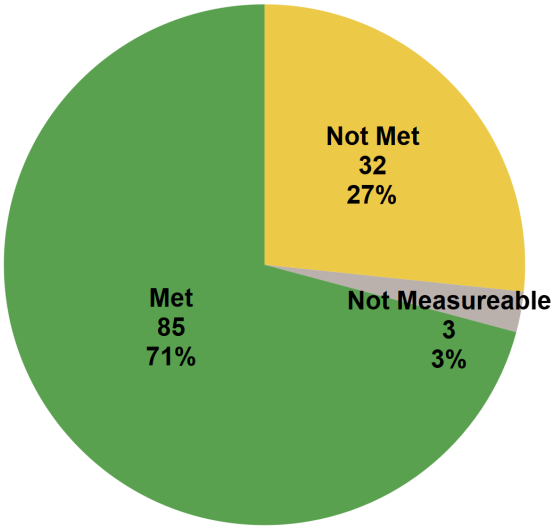
Priority #2: Communication

Priority #3: Collaboration



- 2023 marked the first year that the Cortland County Health Department collected Strategic Plan data quarterly.
- 71% of year-end targets established by the Accreditation Team were met.
- Not meeting a target can indicate lack of resources availability/staff time, staff/leadership buy-in, or other barriers.
- Efforts in 2024 will involve addressing gaps (measures not met in 2023) as described in the pages following.

All (# and % of measures met/not met/and not measured)



View Detailed 2023 Quarterly Updates & Data Methods Here or Scan the QR Code Below to be Directed to the Dashboard

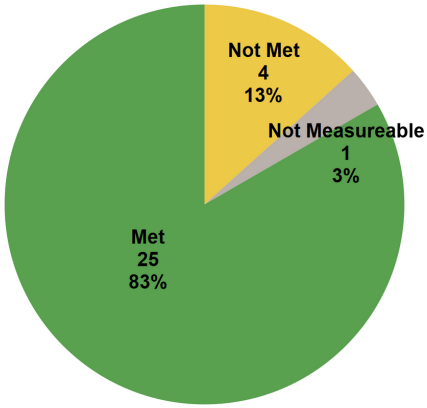
SCAN ME

Public Health
Prevent. Promote. Protect.
Cortland County Health Department

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Goal: Develop and Maintain a Qualified & Diverse Workforce

Develop and maintain a qualified workforce (# and % of measures met/not met/and not measured)





Looking Back: CCHD had an extremely successful year in expanding professional & workforce development within the department. Professional Development Days were implemented each quarter and included guest speakers on Diversity, Equity, and Inclusion. The department grew the internship program collaboration with SUNY Cortland in 2023. Finally, a comprehensive workforce needs assessment was completed as part of the updated Workforce Development Plan.

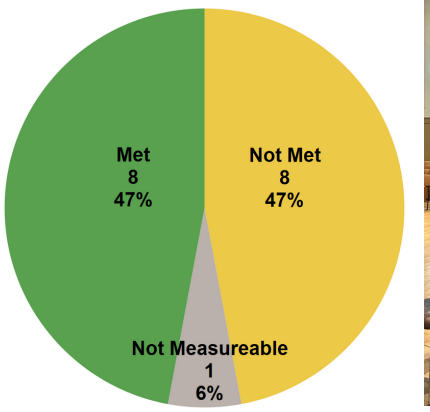
Looking Forward: In 2024, the CDC Public Health Infrastructure Grant and NYSDOH Public Health Fellow allocation will be instrumental in continuing the progress achieved in 2023. Additionally, 2024 will involve a focus on implementing the Workforce Development Plan which was approved in late 2023. This includes implementing trainings as identified in the workforce training needs assessment.

2023 HIGHLIGHTS

- **3** SUNY Cortland interns hosted
- **5** Schools CCHD has formal internship agreements with
- **5** Staff with, or working towards, a Master of Public Health degree
- **4** Professional Development Days offered
- **6** Speakers on Diversity, Equity, and Inclusion
- **7** Grants received that support staffing
- **100** % of fulltime staff received training in Diversity, Equity, and Inclusion
- **100** % of fulltime staff completed a training needs assessment in June

Goal: Build a Supportive Work Environment

Build a supportive work environment (# and % of measures met/not met/and not measured)





Looking Back: With the official launch of the 3Cheers! employee appreciation and engagement committee in July 2023, building a supportive work environment came to the forefront of the department's culture. The committee implemented employee appreciation programs, events/lunches, break time exercise activities, and more. The department also worked on incorporating inclusive practices into the interviewing process.

Looking Forward: In 2024, the CDC Public Health Infrastructure Grant will be instrumental in expanding the progress achieved in 2023, and addressing gaps . The grant will allocate funds for supervisory trainings. This strategy will be a main priority for 2024. Additionally, further research will assess the feasibility and need for a mentorship program. The measures that were not met will be assessed to see if the targets are realistic and updated for 2024.

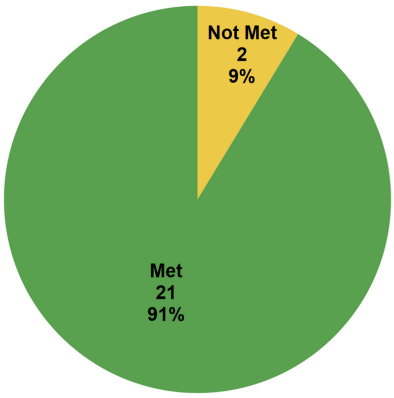
2023 HIGHLIGHTS

- **3** Methods provided for staff to give feedback
- **4** Staff activities/communications about inclusive holidays (Juneteenth, ADA Anniversary, LGBTQ History Month)
- **8** Employee appreciation events/lunches held
- **9** Months of employee recognition programs implemented
- **26** Jener-cise classes held during break periods
- **100** % of fulltime staff participated in an employee recognition day
- **100** % of staff feedback concerns were addressed in the employee newsletter
- **100** % of interviews incorporated questions about experience with diversity and inclusion by the end of the year

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Goal: Enhance effective, engaging, and inclusive health education/behavior change communications between CCHD & community members

Enhance effective, engaging, and inclusive health education and behavior change communications between CCHD and community members (# and % of measures met/not met/and not measured)





Looking Back: This year, the department launched a comprehensive top-level marketing and branding strategy for all CCHD social media pages. Social media branding was designed based on an analysis of over 800 CCHD social media posts utilizing over 10 different design variables. Division and program staff worked collaboratively with the Communications Public Health Fellow and data was reviewed on a quarterly basis to adjust strategy.

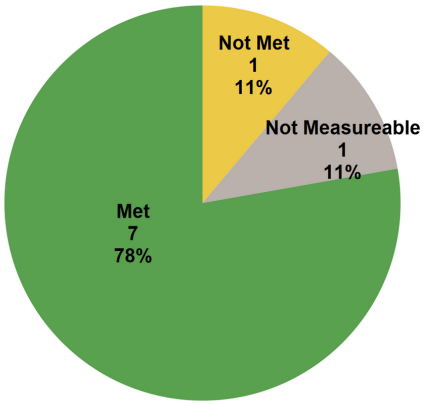
Looking Forward: The Department will maintain a top level, organization wide branding and marketing strategy for 2024 utilizing staff support from the NYS Public Health Fellow grant. CCHD will also conduct focused efforts on increasing diverse representation on social media pages.

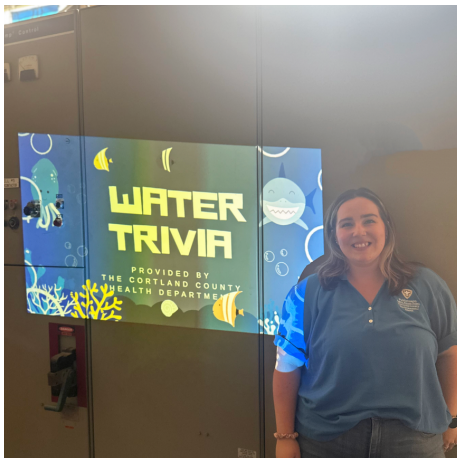
2023 HIGHLIGHTS

- 3 Social media channels utilized
- 8 Media channels used in department marketing campaigns
- 13 Press releases sent to media entities
- 98 Social media posts related to Community Health Improvement
- 418 Social media posts provided health education
- 52 % of social media posts included image descriptions
- 68 % of Facebook posts linked to a local resources page
- 83 % of social media posts aligned with branding

Goal: Increase visibility of health department services

Increase visability of health department services (# and % of measures met/not met/and not measured)





Looking Back: With a marked end to COVID-19 restrictions and staff time re-focused on programmatic activities, CCHD was able to get back out in the community in 2023. Staff represented the department on a variety of coalitions/tasks forces, many of which specifically address health equity of underserved populations. Outreach and engagement events were heavily attended and planned by department staff.

Looking Forward: Many department grant funders are requesting in-person outreach metrics on an ever increasing basis. Targets that were not met involved sending out press releases for events that CCHD staff members will be attending or events hosted by CCHD. While press releases were not sent out for most events, social media posts were often posted to promote attendance at events. For 2024, this measure will be shifted from press releases to social media promotion. It was also determined that there is not a consistent way to measure the number of community members provided resources at events.

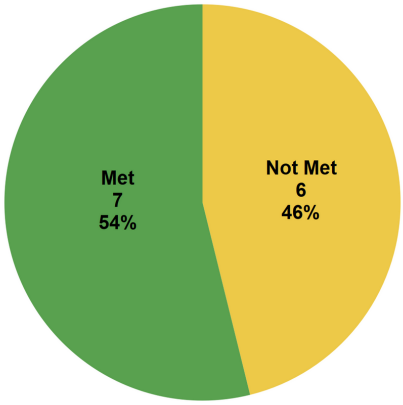
2023 HIGHLIGHTS

- 7 Strategic Plan promotion posts on social media
- 18 Department/division promotion posts on social media
- 20 Task force/coalition projects with CCHD participation
- 35 Task force/coalitions with CCHD representation on
- 43 Community Health Improvement promotion posts
- 100 % of taskforce/coalition minutes (if available) in shared location
- 203 Community events/outreach attended by CCHD staff

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Goal: Ensure, maintain, and enhance effective internal communications between leadership, supervisors, and staff

Ensure, maintain, and enhance effective internal communications between leadership, supervisors, and staff (# and % of measures met/not met/and not measured)





2023 HIGHLIGHTS

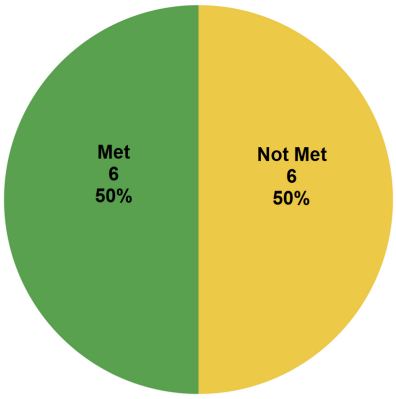
- **1** Annual all staff meeting that included Accreditation and Emergency Preparedness overviews, Poverty simulator, and DE&I panel
- **10** Divisional and supervisory staff meetings occurred for most divisions within the department
- **5** Employee newsletters distributed
- **94** % staff report reading the employee newsletters

Looking Back: In 2023, CCHD implemented the first annual all-staff meeting in many years. The meeting was evaluated to improve upon and continue to reflect the needs of the department in 2024. CCHD also re-launched the Employee Newsletter in 2023, which the vast majority of staff reported reading regularly.

Looking Forward: Targets that were not met involved implementing instant messaging and development of a supervisory/supervisee dialogue process that involves all levels of staff. The instant messaging system is reliant on approval from the county IT department. Dialogue and one-on-one meetings between supervisors and supervisees did occur in a limited way in 2023, however, 2024 will focus on the most meaningful ways to implement this strategy moving forward using employee feedback.

Goal: Enhance collaboration with the Board of Health and Legislature

Enhance collaboration with the Cortland County Board of Health (BOH) and Cortland County Legislature (# and % of measures met/not met/and not measured)





2023 HIGHLIGHTS

- **1** Strategic Plan/CHIP interventions changed based on BOH expertise
- **1** Joint press release (COVID-19 vaccination)
- **3** Presentations on CHIP or Strategic Plan data to the BOH
- **3** BOH meetings with presentation that related to health equity work
- **100** % of BOH members completed Corporate Compliance training
- **100** % of Health & Human Services meetings were attended by CCHD staff

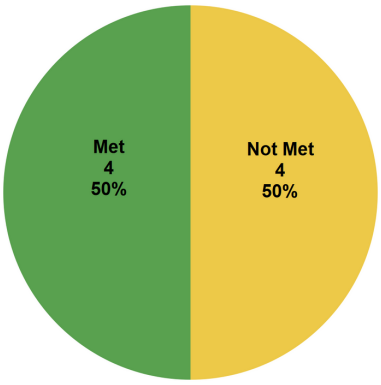
Looking Back: In 2023, many changes were made to Board of Health relationships and processes. The department began presenting on specific program and/or health topics, the BOH offered comment for one press release, and the Community Health Improvement Plan and Strategic Plan data points were presented on a more regular basis.

Looking Forward: Targets that were not met involved training and providing presentations to the BOH on policies/plans/programs that they report they are not aware of and aligning the BOH reports with the Performance Management System. The Performance Management System will be updated in 2024. A survey of BOH staff will occur in quarter 1 of 2024 to determine what educational gaps need to be filled and a presentation schedule will be created.

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Goal: Improve alignment/spread, and capacity for CCHD Quality Improvement efforts by encouraging a collaborative approach that engages staff at all levels

Improve alignment, spread, and capacity for CCHD Quality Improvement (QI) efforts by encouraging a collaborative approach to QI that engages staff at all levels (# and % of measures met/not met/and not measured)





2 QI project outcomes discussed at supervisory team meeting

3 QI projects initiated

100 % of QI projects include staff from at least two divisions

100 % of QI projects include staff from all levels

100 % of full-time staff received yearly training in June

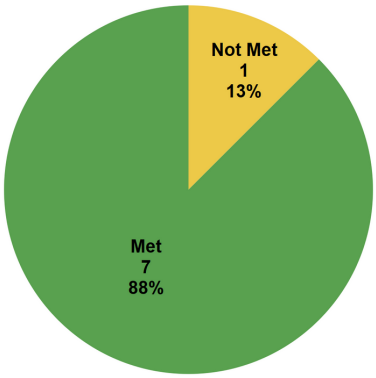
2023 HIGHLIGHTS

Looking Back: Collaborations on Quality Improvement were at the forefront of departmental priorities in quarters 2-3. In June, all full-time department staff attended and in person, interactive training on Quality Improvement. This training provided a refresher to QI veterans and an intro to QI newbies. Following the training, three QI projects were initiated, all of which are now in the "do" phase of the Plan-Do-Check-Act cycle.

Looking Forward: Targets that were not met involved reporting out Quality Improvement project outcomes and training newly onboarded staff in QI. All three 2023 QI projects were initiated in Fall 2023, therefore, outcomes were not reported in 2023. This measure will be adjusted to "QI project updates" instead of outcomes and quarterly reporting will happen via the employee newsletter, email, and supervisory meetings.

Goal: Lead collaborative efforts with partnering organizations to implement, support, and evaluate Community Health Improvement Plan interventions

Lead collaborative efforts with partnering organizations to implement, support, and evaluate Community Health Improvement Plan interventions. (# and % of measures met/not met/and not measured)





3 Partners/coalitions requested or were provided CHA survey data

3 CHIP newsletters sent

4 CHIP interventions that changes informed by data were discussed

9 Meetings where CHIP data was reported and discussed

92 % of CHIP interventions have a dashboard with at least one process measure

94 % of identified process measures had final quarterly data reported

276 individuals included on the CHIP newsletter emails

2023 HIGHLIGHTS

Looking Back: In 2023, significant efforts were made to establish accurate and timely quarterly data collection for the Community Health Improvement Plan. Many meetings with partnering organizations were conducted to establish measures. By the end of the 2023, 92% of measures identified by partners had year-end data to report. CHA survey data was also utilized by community partners in 2023.

Looking Forward: Targets that were not met involved providing Electronic Syndromic Surveillance data reports quarterly to partner organizations. Only one ESSS report was shared with partners in 2023. An organized system to ensure these reports are shared more systematically will be implemented in quarter 1 of 2024.

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Cortland County Community Health Improvement Plan

Focus Area #1:
Tobacco/Vaping

Focus Area #2:
COVID-19/Flu Vaccination

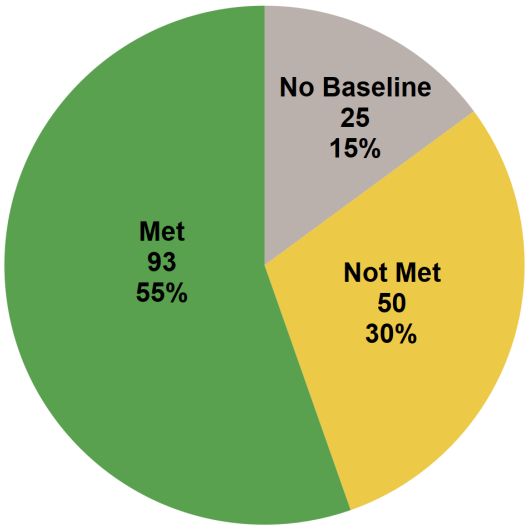
Focus Area #3:
Suicide Prevention

Focus Area #4:
Opioid Overdose



- 2023 marked the first year that the Cortland County community collected CHIP data quarterly.
- 55% of year-end targets established by partner organizations were met.
- Not meeting a target can indicate lack of resources availability, community buy-in, or other barriers related to an initiative.
- Efforts in 2024 will involve addressing gaps (measures not met in 2023) as described in the pages following.

All # and % of measures met/not met/no baseline



View Detailed 2023 Quarterly Updates & Data Methods Here or Scan the QR Code Below to be Directed to the Dashboard

SCAN ME

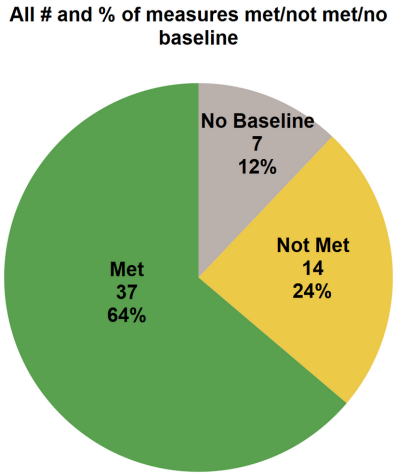
Public Health
Prevent. Promote. Protect.
Cortland County Health Department

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Focus Area: Tobacco/Vaping Prevention

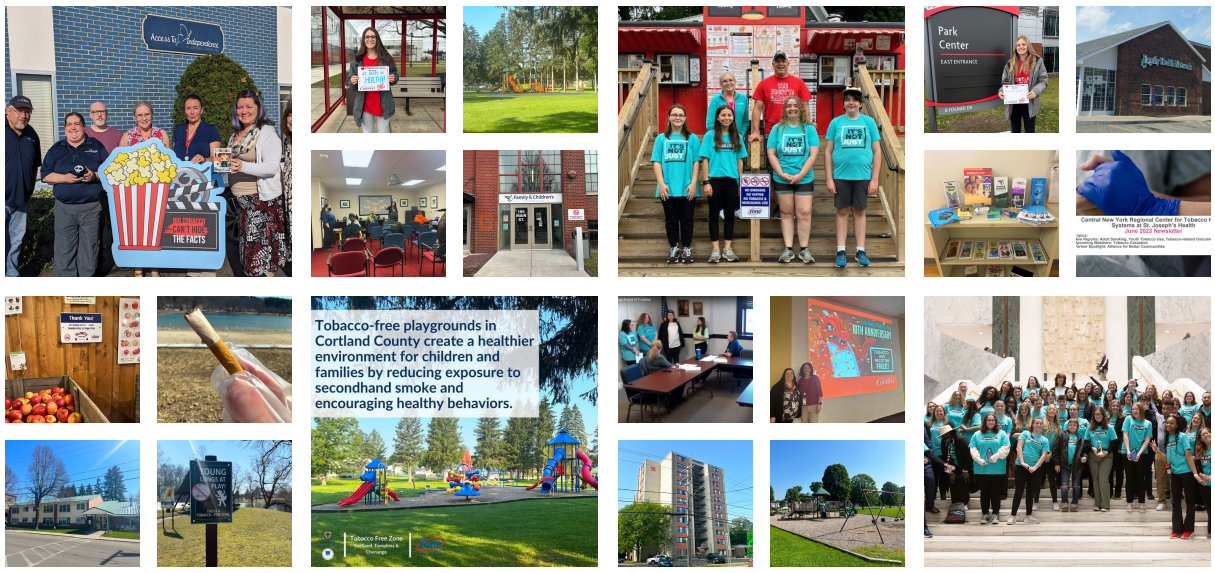
Community Lead: Tobacco Free Zone & The Community Services Board

The Tobacco Free Zone program, housed at the Cortland County Health Department, led tobacco/vaping prevention initiatives in Cortland County for 2023. The Community Services Board was utilized to collaborate and report out CHIP data for this focus area in 2023. Through the Community Health Improvement Plan, which aligns directly with, and expands on, the Tobacco Free Zone Workplan, there are 58 measures tracked quarterly for all 11 of the identified tobacco/vaping prevention strategies.



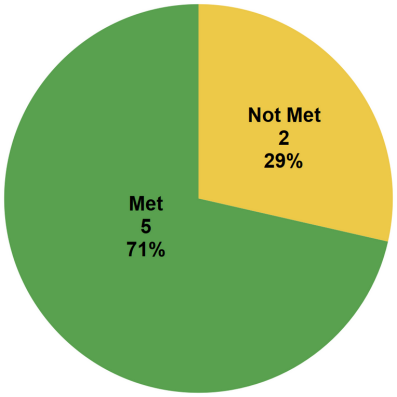
- **37 (64%) of the 58 identified measures were met.**
- 30+ **partnering organizations** participated in implementation of tobacco/vaping prevention strategies in 2023 including; healthcare, behavioral health, public health, education, human services, nonprofits, law enforcement, libraries, media, community members and more.

Community Services Board meetings are open to the public. Interested community members can contact Gail Spitzer, at gspitzer@cortland-co.org. Community members interested in becoming involved with Tobacco Free Zone contact Jennifer Hamilton, jhamilton@cortland-co.org.



Strategy: Youth Engagement

#1 Youth Engagement # and % of measures met/not met/no baseline





1 Youth speaking engagements at town/village board meetings

3 Youth focused organizations publicly supported protecting youth from tobacco store marketing

47 Reality Check meetings in Cortland County

200 Youth participated in Tobacco Free Zone activities

2023 HIGHLIGHTS

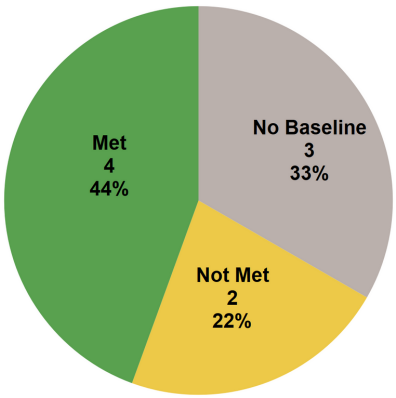
Looking Back: In 2023, the Reality Check youth program engaged with many sectors and participated in events to educate peers/the community about how the tobacco industry manipulates young people and recruits them into a lifetime of addiction. Among other activities, youth presented to the Homer Village Board on experiences with vaping in schools, tobacco industry marketing , and how municipal leaders can create policy to limit marketing. Elected officials voiced support to consider legislation to regulate the number of tobacco retailers in the village

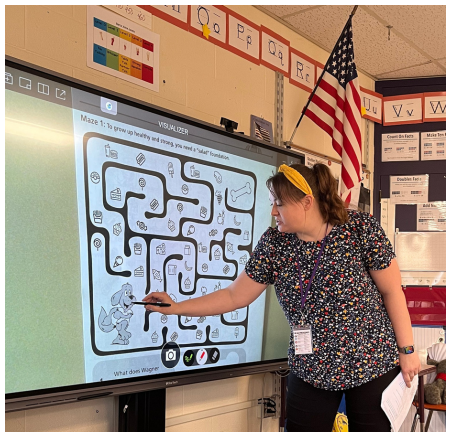
Looking Forward: In 2024, the Reality Check program will continue existing program activities under the Tobacco Free Zone grant in order to to expose the tobacco industry and reduce the number of teens using tobacco/vaping products in Cortland County.

Data Source: Cortland County Health Department (Tobacco Free Zone Program)
Implementation Partners: Cortland County Health Department, Homer Central School District, Homer Village Board, Youth Focused Organizations

Strategy: Youth Prevention Programs

#2 Youth Prevention Programs # and % of measures met/not met/no baseline





3 Cortland Prevention Resources staff members were trained in Teen Intervene

6 Schools participated in the Too Good for Drugs Program

54 Classrooms received all 10 Too Good for Drugs lessons

642 Students received the Too Good for Drugs Program

2023 HIGHLIGHTS

Looking Back: Cortland Prevention Resources provided the ten session, evidenced based program Too Good for Drugs in many schools across the county in 2024 including; Barry, Smith, Randall, McGraw, Marathon, and Cincinnatus. Efforts were also placed on getting CPR staff trained in the evidenced based program Teen Intervene.

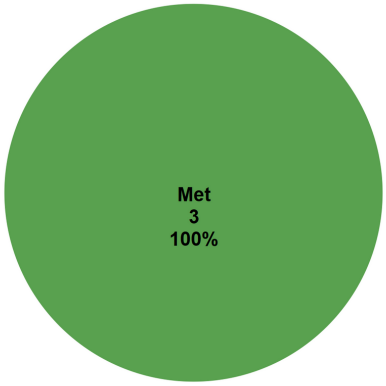
Looking Forward: In 2024, CPR and local school districts will continue to offer the Too Good for Drugs Program, as well as exploring other prevention program options. CPR plans to expand and more heavily promote the Teen Intervene Program in the community in 2024.

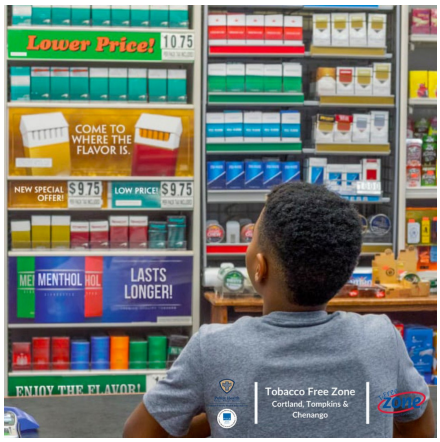
Data Source: Cortland Prevention Resources
Implementation Partners: Cortland Prevention Resources, Barry School, Randall School, Smith School, McGraw School, Marathon School, Cincinnatus School

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Strategy: Compliance Checks

#3 Compliance Checks # and % of measures met/not met/no baseline





42 Adult tobacco compliance checks

86 Youth tobacco compliance checks

100 % of retailers received a notice of violation following an enforceable finding

2023 HIGHLIGHTS

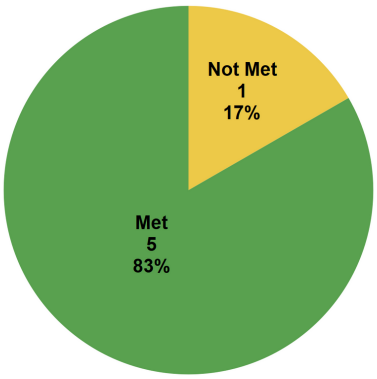
Looking Back: In 2024, CCHD's Environmental Health ATUPA (Adolescent Tobacco Underage Protection Act) Program efforts were marked by stringent compliance measures and enforcement actions aimed at upholding regulations that restrict the sale of tobacco products to individuals under the age of 21. Compliance checks at licensed tobacco retailers serve as a critical tool in ensuring that retailers adhere to the mandated age restriction, thus preventing underage access to tobacco products. The office conducted 86 youth compliance checks - which led to six enforcement actions including; two cases of selling tobacco products to an individual under the age of 21 and four instances of offering prohibited flavored vapor products for sale to the public.

Looking Forward: In 2024, the ATUPA program will continue to navigate the complex landscape of tobacco regulation and enforcement and conduct mandated compliance checks on tobacco retail locations.

Data Source: Cortland County Health Department (Environmental Health Division/ATUPA)
Implementation Partners: Cortland County Health Department Environmental Health Division

Strategy: Environmental Changes (Retail)

#5 Environmental Changes: Retail # and % of measures met/not met/no baseline





5 Community meetings with LGBTQ+ organizations where tobacco marketing was discussed

7 Influential community members or organizations announced supported to protect youth from tobacco marketing

21 Posts on CCHD Facebook related to deceptive tobacco marketing that targets LGBTQ+, Youth, or People of Color

50 Communications targeting the community about deceptive marketing that targets LGBTQ+, Youth, and People of Color

2023 HIGHLIGHTS

Looking Back: The Tobacco Free Zone program continued to work towards creating an environment that reduces access to, and marketing, related to tobacco/vaping products. In particular, the program focused on collaborations with LGBTQ organizations in the community - including the Cortland LGBTQ Center, National LGBTQ Cancer Network, and the Cross Community LGBTQIA+ Advocacy Alliance to raise awareness about the manipulative marketing tactics tobacco companies use to recruit LGBTQ+ individuals. The youth retail environment was also a focus with several influential community members voicing support to protect youth from tobacco marketing - including Homer High School's Principal and Superintendent.

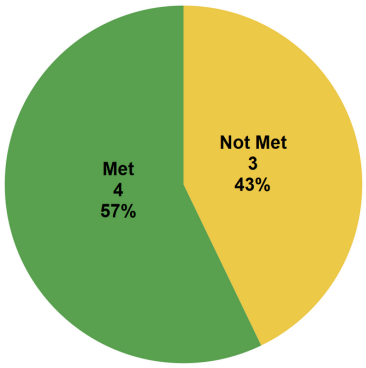
Looking Forward: In 2024, the Tobacco Free Zone program will continue to work with local municipalities to implement effective policy solutions to reduce access - for example, limiting the number of places and locations where tobacco/vaping products are sold.

Data Source: Cortland County Health Department (Tobacco Free Zone)
Implementation Partners: Tobacco Free Zone (Cortland County Health Department), Homer School District, LGBTQ Organizations, Community Members, Other Policymakers and Influential community organizations/individuals

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Strategy: Environmental Changes (Housing)

#7 Environmental Changes: Housing # and % of measures met/not met/no baseline





3 Meetings with section 8 housing managers to educate them on smoke free policies

4 Media channels used to target community members with smoke free housing messages

6 Partnering agencies provided support for smoke free housing policies

9 Earned media articles related to smoke free housing

2023 HIGHLIGHTS

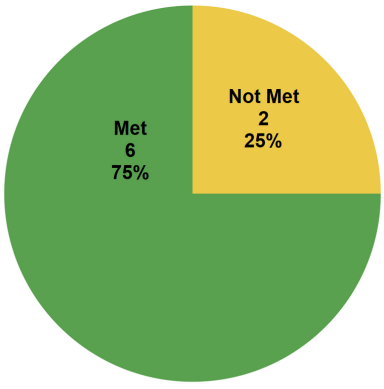
Looking Back: In 2023, the Tobacco Free Zone program continued to partner with local agencies to create an environment that supports smoke free housing options. Partners that provided support for smoke free housing included; Housing Visions, Catholic Charities, YWCA & Christopher Community Inc. with Grace Brown House.

Looking Forward: In 2024, the Tobacco Free Zone program will continue to work with housing stakeholders and the community to increase public support for smoke-free housing through media campaigns, landlords testimonials and other environmental methods.

Data Source: Cortland County Health Department (Tobacco Free Zone Program)
Implementation Partners: Cortland County Health Department, Catholic Charities, YWCA, Housing Visions, Other Housing Stakeholders/Landlords

Strategy: Environmental Changes (Outdoor)

#6 Environmental Changes: Outdoor # and % of measures met/not met/no baseline





2 Presentations held at trade groups or service clubs

4 Community meetings where the importance of implementing outdoor air policies was presented on

5 Employers adopted tobacco free outdoor air policies

14 Employers (with 20 or more employees) received literature/toolkit on outdoor air policies

2023 HIGHLIGHTS

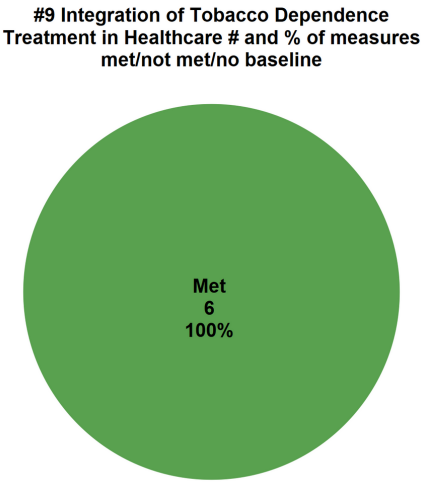
Looking Back: In 2023, the Tobacco Free Zone program continued to work on policy and environmental changes related to outdoor environments. Several employers/municipalities adopted policies in 2023 including the Frosty Caboose located in Cortland.

Looking Forward: In 2024, the Tobacco Free Zone program will continue to implement identified strategies related to outdoor environments. CCHD will expand communications targeting community members related to this topic.

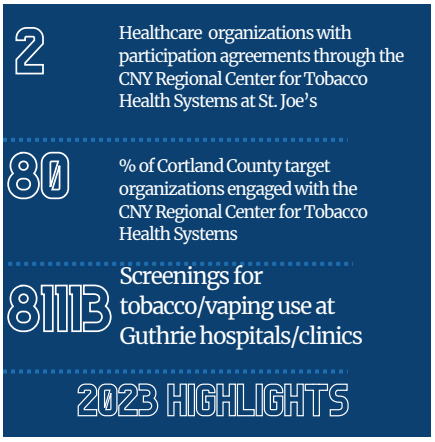
Data Source: Cortland County Health Department (Tobacco Free Zone)
Implementation Partners: Cortland County Health Department, Municipalities, Businesses/Employers

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Strategy: Integration of Tobacco Treatment in Healthcare





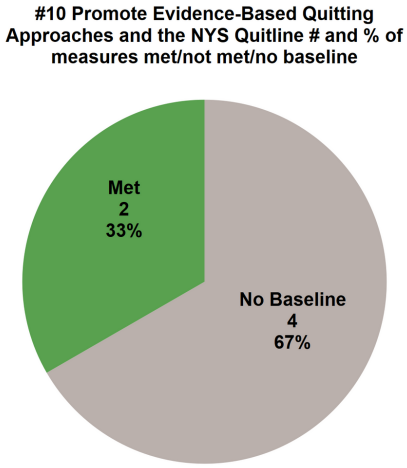


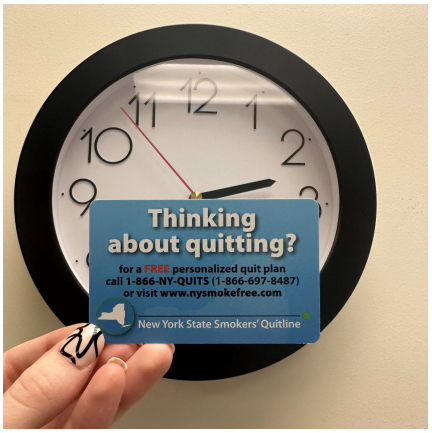
Looking Back: The CNY Regional Center for Tobacco Health Systems at St. Joe's led efforts related to integration of tobacco dependence treatment in healthcare settings. The agency works with Family Health Network, Guthrie, Mental Health, Family and Children's Counseling Services and other healthcare/behavioral health providers to implement evidence based tobacco cessation treatment. Guthrie screened thousands of patients for tobacco/vaping use in 2023.

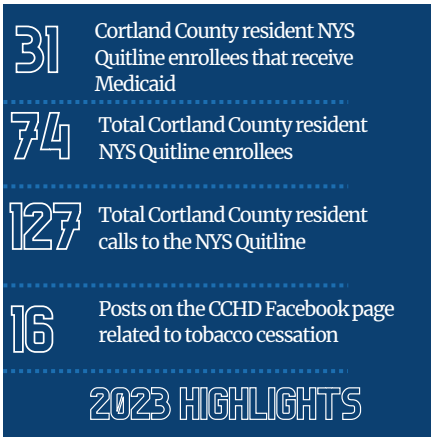
Looking Forward: The Cortland County Health Department will work to further expand data collection related to this strategy in 2024, including collecting data directly from healthcare partners.

Data Source: CNY Regional Center for Tobacco Health Systems, Guthrie
Implementation Partners: Cortland County Health Department (promotion), St. Joe's, Guthrie, Family Health Network, Cortland County Mental Health Department, FCCS

Strategy: Promote Evidence Based Quitting Approaches







Looking Back: The New York State Department of Health Tobacco Control program managed and implemented the NYS Quitline in Cortland County, as well as across the state. Locally, Quitline resources are shared with providers by the CNY Regional Center for Tobacco Health Systems. The Cortland County Health Department promoted the Quitline and evidenced based treatments on social media pages.

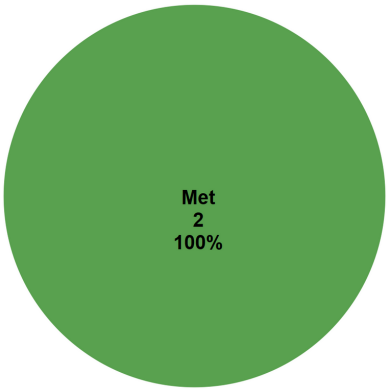
Looking Forward: The New York State Department of Health Tobacco Control program will continue to offer the Quitline in Cortland County. Additionally, CCHD will work with Quitline staff to establish measureable targets related to Cortland County resident Quitline participation.

Data Source: Cortland County Health Department Tobacco Free Zone (via the NYS Quitline)
Implementation Partners: NYS Quitline, Cortland County Health Department (promotion), St. Joe's, Healthcare providers

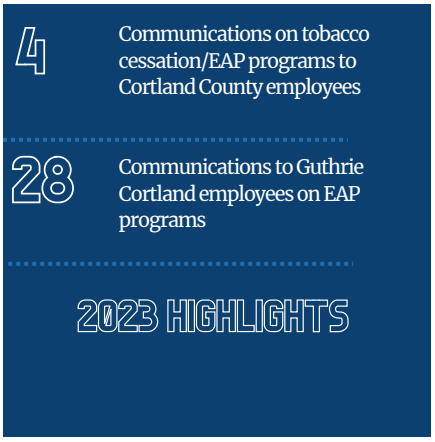
Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Strategy: Employee Tobacco Cessation Resources

#8 Employee Tobacco Cessation Resources # and % of measures met/not met/no baseline







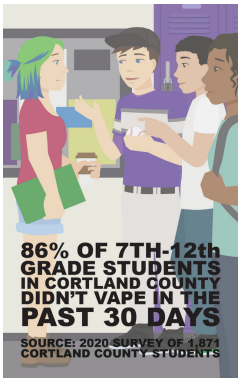
Looking Back: The Cortland County Employee Wellness Committee spearheaded efforts on educating county employees on tobacco cessation resources in 2023. Additionally, Guthrie Cortland Medical Center regularly communicates with staff about EAP programs which can work to address tobacco use in staff.

Looking Forward: In 2024, the Cortland County Health Department will work to identify other agencies/employers in the community that implement EAP programs and provide tobacco cessation resources and integrate their data into the CHIP.

Data Source: Cortland County Employee Wellness Committee, Guthrie Cortland Medical Center
Implementation Partners: Cortland County, Guthrie Cortland

Strategy: Social Norming Campaign

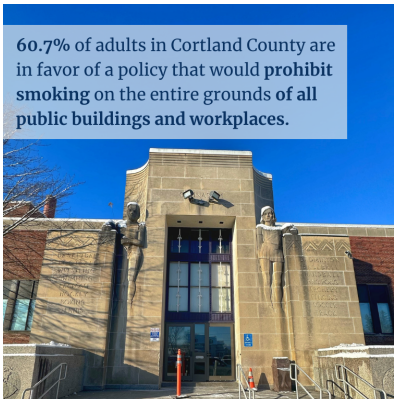
Looking Back: In 2023, the Rural Health Institute designed a social norming campaign to educate youth on misperceptions related to vaping. The youth survey was also updated to include more effective evaluation questions for the campaign. Funding was not secured to implement the campaign in 2023.





Looking Forward: In 2024, funding will be identified to implement the social norming campaign on commonly used social media platforms and other marketing channels.

Data Source: Rural Health Institute
Implementation Partners: Rural Health Institute, Local Schools





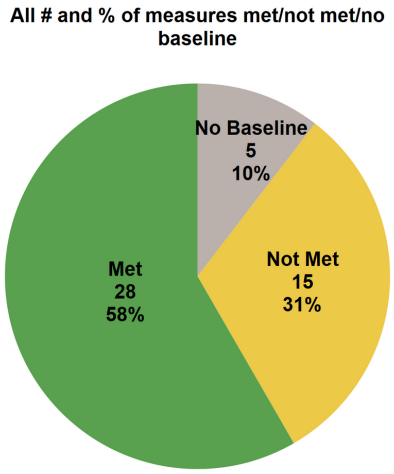


Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Focus Area: COVID-19/Flu Vaccination

Community Lead: Immunization Coalition/Community Ambassadors

The Immunization Coalition & Ambassadors of Cortland County, housed under the Cortland County Health Department's Immunization Action Program (IAP), led COVID-19/Flu vaccination initiatives in Cortland County for 2023. Through the Community Health Improvement Plan, which aligns directly with and expands on the Immunization Action Program's workplan, there are 48 measures tracked quarterly for all 6 of the identified COVID-19/Flu vaccination strategies.



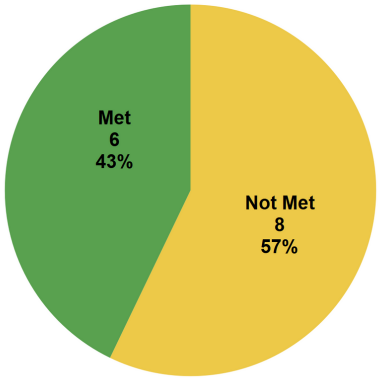
- **28 (58%) of the 48 identified measures were met.**
- **16+ partnering organizations** participated in implementation of vaccination strategies in 2023 including; healthcare, public health, education, human services, nonprofits, community members and more.

Immunization Coalition meetings are open to the public and CCHD is actively recruiting Immunization Ambassadors. Interested community members can contact Suzanne Osterhoudt, at sosterhoudt@cortland-co.org.



Strategy: COVID-19/Flu Social Marketing

#1 Social Marketing Immunizations # and % of measures met/not met/no baseline





35 Unpaid social media posts on CCHD pages promoting immunizations

411 Total radio ad deliveries on WXHC local radio station

3490 Link clicks on social media posts (paid & unpaid)

33723 Average number of Cortland County accounts reached by paid ads monthly (during campaign)

2023 HIGHLIGHTS

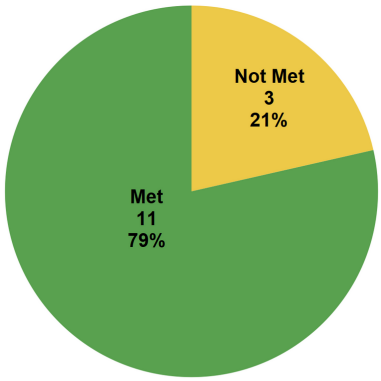
Looking Back: In 2023, the COVID-19 vaccination climate was ever changing. Initially, the Immunization Action Program at Cortland County Health Department planned to continue paid advertising for COVID-19 vaccines throughout 2023. However, in April 2023 the program paused advertising to redesign the campaign messaging to better align with current COVID-19 vaccine recommendations and changing COVID-19 vaccination landscape.

Looking Forward: In 2024, the paid COVID-19 and Flu Social Marketing campaign will resume implementation until July 2024. At that time, the social marketing campaign will be reliant on organic reach through Cortland County Health Department and other partnering organizations.

Data Source: Cortland County Health Department (Immunization Action Program)
Implementation Partners: Cortland County Health Department, WXHC, Cortland Standard, The Rural Health Institute

Strategy: Immunization Ambassdors

#2 Immunization Ambassadors # and % of measures met/not met/no baseline





7 Immunization Ambassador info sessions held

13 Immunization Ambassadors trained

33 Outreach events attended by Immunization Ambassdors

1156 Community members participated in ambassador initiatives

2023 HIGHLIGHTS

Looking Back: In 2023, the Cortland County Immunization Ambassador program was successfully launched in September. Ambassadors attended a multitude of events throughout the Fall/Winter, reaching historically low vaccine uptake populations across the community, and providing education on how to talk about vaccines, misinformation, and more.

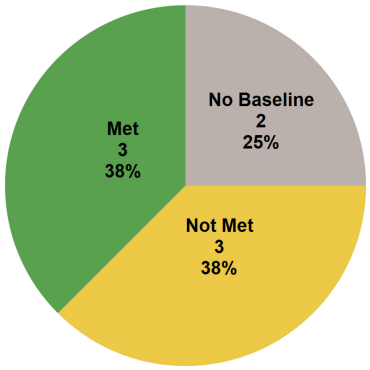
Looking Forward: The Immunization Ambassador program will continue through July 2024. The Cortland County Health Department is seeking additional funding sources to sustain the program into the 2024-2025 respiratory season.

Data Source: Cortland County Health Department (Immunization Action program)
Implementation Partners: Cortland County Health Department (Immunization Action Program), Community members, Access to Independence, Area Agency on Aging, Cortland LGBTQ Center, Catholic Charities , Homer School District, Marathon School District, YMCA, SUNY Cortland, Hollenbecks, Price Chopper

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Strategy: Home Delivered Vaccinations

#3 Home Delivered Vaccination # and % of measures met/not met/no baseline





25 Family Health Network Mobile Medical Unit events

33 Immunization Ambassador outreach events where SVHC Supports for Health program was promoted

99 Seven Valleys Health Coalition social media posts promoting supports for health

2023 HIGHLIGHTS

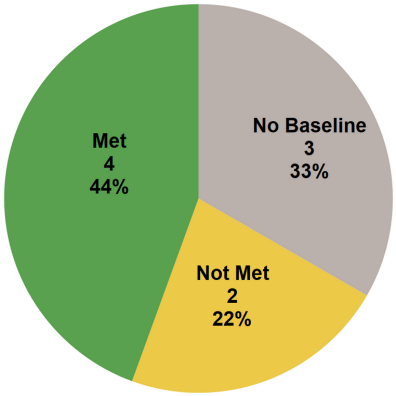
Looking Back: In 2023, the Family Health Network mobile medical unit provided increased access to underserved areas of the community, including offering COVID-19 and Flu immunizations. The Seven Valley's Health Coalition Supports for Health program offered ride to vaccine appointments, although the service was not utilized. The program was incorporated into the information sharing activity offered at Immunization Ambassador events (allowing community members to share information about Supports for Health through text message).

Looking Forward: In 2024, the Family Health Network mobile medical unit will continue to provide healthcare resources to underserved areas of Cortland County.

Data Source: Family Health Network, Seven Valleys Health Coalition
Implementation Partners: Family Health Network, Seven Valleys Health Coalition, Cortland County Health Department (promotion)

Strategy: Medical Provider Vaccine Standardization/Medical Reminders

#2 Youth Prevention Programs # and % of measures met/not met/no baseline





25 % of Guthrie patients are opted into text message reminders

100 % of Family Health Network clinics use the presumptive approach to vaccination

2023 HIGHLIGHTS

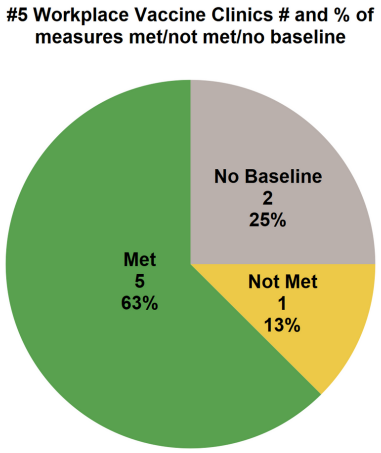
Looking Back: In 2023, Guthrie Cortland Medical Center implemented appointment text message reminders for all appointments (including vaccine appointments) with about a quarter of the patient population opting in. Family Health Network implements the presumptive approach to vaccines in all clinic locations.

Looking Forward: In 2024, the Cortland County Health Department will work with healthcare organizations to better understand and report on vaccine standardization and medical reminders strategies being implemented.

Data Source: Family Health Network, Guthrie Cortland Medical Center
Implementation Partners: Family Health Network, Guthrie Cortland Medical Center, Other Local Healthcare Providers

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Strategy: Workplace Vaccine Clinics





12 Workplace Flu immunization clinics held by Guthrie

5 Workplace COVID-19 vaccine clinics held by Guthrie

94 % of Family Health Network healthcare staff vaccinated for Flu (2022-2023 formula)

95 % of Guthrie hospital and nursing home healthcare staff vaccinated for flu (2022-2023 formula

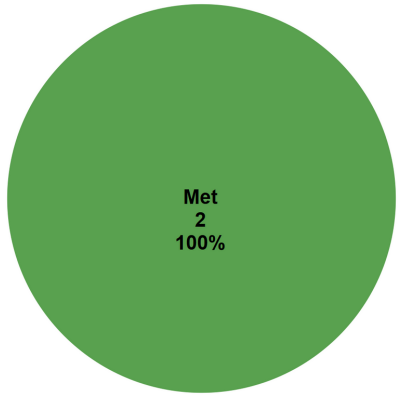
2023 HIGHLIGHTS

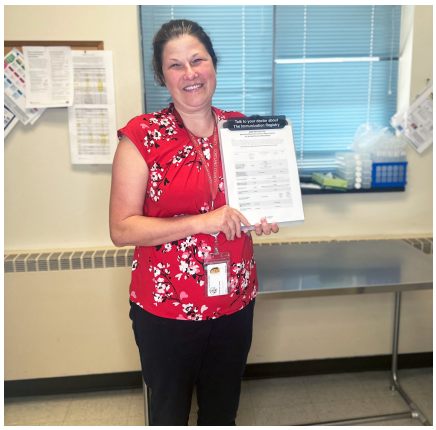
Looking Back: In 2023, the CHIP tracked workplace vaccination and clinics exclusively in healthcare settings with the designation of Diagnostic & Treatment Centers.

Looking Forward: In 2024, the Cortland County Health Department will work to identify other employers providing workplace vaccination clinics for COVID-19 and Flu. Additionally, outreach and education will be provided to Diagnostic & Treatment Centers in the community with reportedly low flu vaccination rates.

Data Source: New York State Department of Health, Guthrie Cortland Medical Center
Implementation Partners: Guthrie Cortland Medical Center, Family Health Network, Other Diagnostic & Treatment Center Locations

Strategy: Public Health Detailing





4 Public health detailing visits conducted related to adult immunizations

100 % of public health detailing visits recieved a follow up in the next quarter

2023 HIGHLIGHTS

Looking Back: In 2023, the Cortland County Health Department Immunization Action Program conducted four public health detailing visits at local healthcare organizations related to adult immunizations. Detailing visits are conducted at a variety of offices and, in 2023, included Family Health Network in Marathon & Cincinnatus and Guthrie Family Medicine in Homer.

Looking Forward: In 2024, the Cortland Cortland County Immunization Action Program will continue to partner with local healthcare providers and provide public health detailing visits related to adult immunizations (including COVID-19 and Flu).

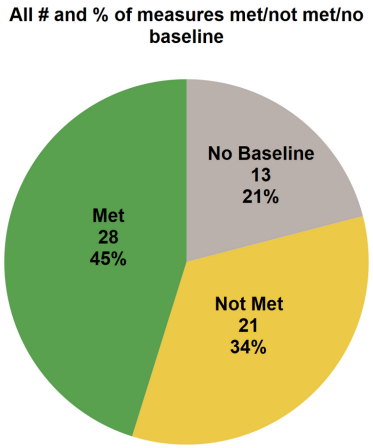
Data Source: Cortland County Health Department (Immunization Action Program)
Implementation Partners: Cortland County Health Department, Local Healthcare Providers (Family Health Network & Guthrie)

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Focus Area: Prevent Suicide

Community Lead: SPEAK UP Cortland Suicide Prevention Coalition

The Cortland County Health Department collaborated with the SPEAK UP Cortland Suicide Prevention coalition (led by Cortland County Mental Health and Family & Children's Counseling Services) throughout 2023 to identify and begin data collection for suicide prevention strategies in the community. Through the Community Health Improvement Plan, which aligns directly with SPEAK UP Cortland's Strategic Plan, there are 62 measures tracked quarterly for 10 out of the 13 identified suicide prevention strategies.



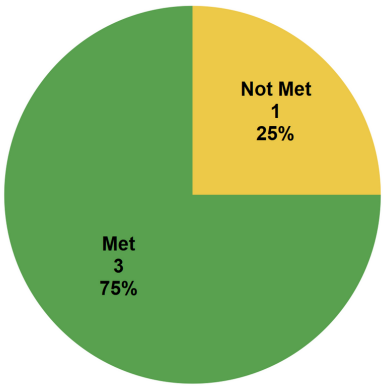
- **28 (45%) of the 62 identified measures were met.**
- There are several new grants/initiatives **already in the works for 2024** to further expand suicide prevention strategies in the community.
- **35+ partnering organizations** participated in implementation of suicide prevention strategies in 2023 including; healthcare, behavioral health, public health, education, human services, nonprofits, law enforcement, libraries, media, community members and more.

SPEAK UP Cortland meetings are open to the public and take place the 3rd Wednesday of every other month. Interested community members can contact Cristin Marshall, Co-Chair, at cmarshall@cortland-co.org



Strategy: Gatekeeper Trainings

#1 Gatekeeper Trainings # and % of measures met/not met/establishing baseline (2023)





2 Mental Health Health First Aid Trainings in Cortland County

3 Youth Mental Health First Aid Trainings in Cortland County

7 American Foundation for Suicide Prevention trainings initiated by SPEAK UP

100 % of SUNY Cortland PD Officers trained in Mental Health First Aid

2023 HIGHLIGHTS

Looking Back: The Cortland County Mental Health Department offered both Mental Health First Aid and Youth Mental Health First Aid trainings. SPEAK UP Cortland regularly promoted American Foundation for Suicide Prevention trainings on their listserv of over over 70 partners.

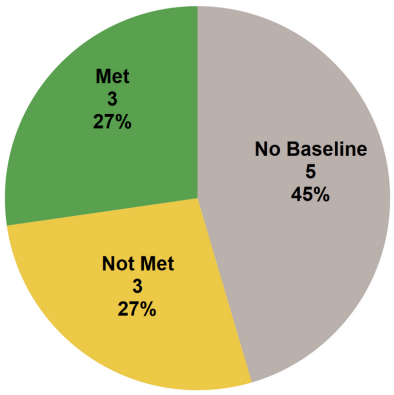
Looking Forward: In 2024 the Rural Health Institute received a grant that will significantly expand access to Youth Mental Health First Aid trainings and bring the Safe Talk gatekeeper trainings to Cortland County residents.

Data Source: Cortland County Mental Health, SUNY Cortland PD

Implementation Partners: Cortland County Mental Health, SUNY Cortland PD, American Foundation for Suicide Prevention, SPEAK UP Cortland

Strategy: Crisis Response

#2 Crisis Response # and % of measures met/not met/establishing baseline (2023)





6 Law enforcement officers trained in Crisis Intervention

82 % of 988 calls from Cortland County (confirmed during call) were confirmed de-escalated

92 988 calls from Cortland County (confirmed during call, not all calls have confirmed locations)

174 Social media posts by CCHD, FCCS, Mental Health, and SPEAK UpP

2023 HIGHLIGHTS

Looking Back: The 988 Suicide & Crisis Lifeline was launched in July 2023 and data shows it is being actively used by residents. Cortland County Mental Health partnered with law enforcement to provide Crisis Intervention Training in September 2024. Crisis Response resources were successfully promoted by partners on social media pages (including 988 promotion). Liberty Resources served as the Mobile Crisis response partner for Cortland County in 2023.

Looking Forward: In 2024, the coalition will be working on collecting regular data with Liberty Resources on Mobile Crisis calls and using 2023 baselines to set targets for 2024 related to 988 usage. The Rural Health Institute received a grant that will expand Crisis Intervention Training in 2024.

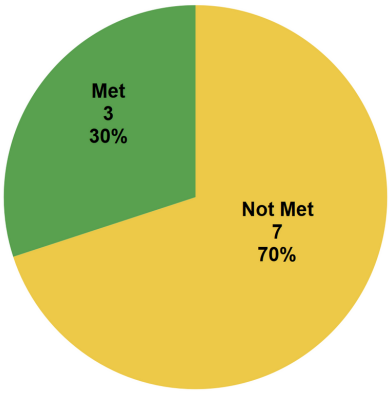
Data Source: Cortland County Mental Health, Contact Community Services

Implementation Partners: Cortland County Mental Health, Liberty Resources, Contact Community Services/988, Cortland County Sheriff, City of Cortland Police, Homer Village Police, New York State Troopers, Family & Children's Counseling Services (promotion), Cortland County Health Department (promotion), SPEAK UP Cortland (promotion).

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Strategy: Reduce Access to Lethal Means

#3 Reduce Access to Lethal Means # and % of measures met/not met/establishing baseline







Looking Back: SPEAK UP Cortland established a gun lock distribution program using gun locks purchased by the City of Cortland PD. Medication lock boxes donated by Prevention Network CNY were also distributed by SPEAK UP in 2023. Discussions regarding bridge safety signs began with the DOT.

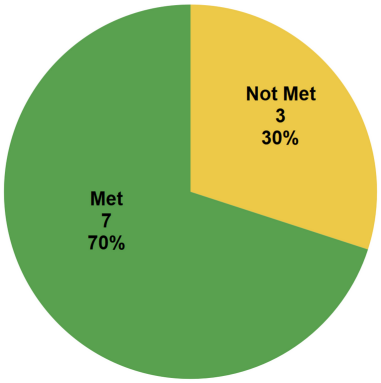
Looking Forward: In 2024, SPEAK UP Cortland will continue to expand the number of gun locks available in community locations to meet the target of 25 locations, as well as ensuring that the American Foundation for Suicide Prevention pamphlets are available. Outreach to rod/gun clubs on safe storage techniques will also be a focus of 2024. Continued research on bridge signs will occur.

Data Source: SPEAK UP Cortland

Implementation Partners: SPEAK UP Cortland, Cortland County Health Department (NYS Fellowship Program), City of Cortland PD, Cortland County Mental Health, Cortland County Clerk, Cortland LGBTQ Center, Cortland Free Library, Lamont Library, Peck Memorial Library, Phillips Free Library, Access to Independence, Syracuse Recovery Services, Cortland DSS, Djafari Pediatrics, Family Health Network, Healing Hearts Collaborative, Department of Motor Vehicles

Strategy: Promote Connectedness for the LGBTQ+ Population

#4 Promote Connectedness and Strengthen Social Capital of LGBTQ Population # and % of measures met/not met/establishing baseline







Looking Back: The Cortland LGBTQ Center spearheaded many projects in 2023 to strengthen social capital of the LGBTQ population in Cortland including; hosting the first ever Cortland Pride. Cultural competency trainings were also provided in the community to support inclusiveness.

Looking Forward: In 2024, this strategy will focus on efforts to reach LGBTQ youth including collaborating with schools to have the LGBTQ Center staff attend school club meetings and promoting the LGBQTQ parenting series offered by the center.

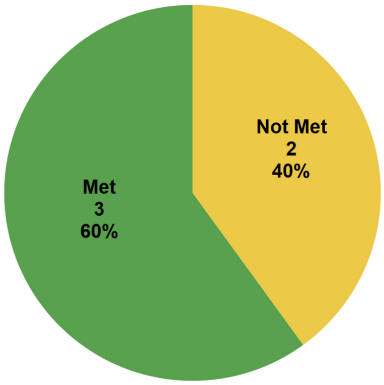
Data Source: The Cortland LGBTQ Center

Implementation Partners: The Cortland LGBTQ Center, SUNY Cortland, TC3, Local School Districts, Community Members

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Strategy: Promote Connectedness for the Disabled Population

#5 Promote Connectedness and Strengthen Social Capital of Disabled Population # and % of measures met/not met/establishing baseline







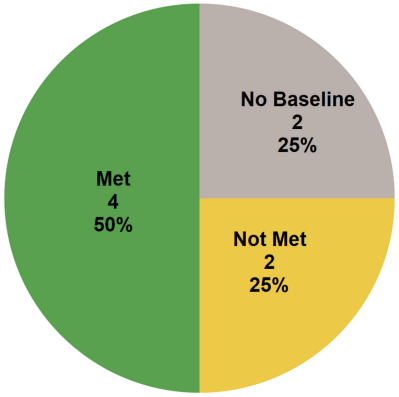
Looking Back: Access to Independence of Cortland County, Inc. provided a variety of services to the community that promoted connectedness and strengthened social capital for people with disabilities.

Looking Forward: In 2024, ATI, Inc. will continue to implement the interventions outlined in the CHIP to strengthen social capital and community connectedness for people with disabilities and the community as a whole.

Data Source: Access to Independence of Cortland, Inc.
Implementation Partners: Access to Independence of Cortland, Inc., community members

Strategy: Social Emotional Learning/Parenting Skills Programs

#10 Social Emotional Learning Programs/Parenting Skills Programs # and % of measures met/not met/no baseline







Looking Back: Cortland Prevention Resources (CPR) provided a variety of evidence based/informed social emotional and parenting skills programs in 2023 including; Gizmo's Pawesome Guide to Mental Health at Homer School District, Girl's Circle over the summer, and Parenting Wisely/Positive Parenting throughout the year. CAPCO's Head Start/Early Head Start program sets family goals and provided parenting skills programs in 2023.

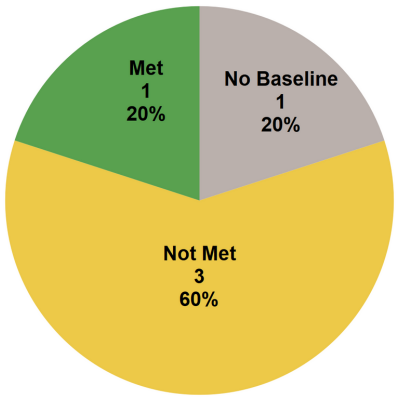
Looking Forward: In 2024, in partnership with local school districts, CPR will be expanding both the Girl's Circle and Gizmo's programs to additional youth/schools. The agency will also be implementing the Boy's Council evidence based program.

Data Source: Cortland Prevention Resources
Implementation Partners: Cortland Prevention Resources, Cortland County Community Action Program, Cortland County Mental Health Association, Local School Districts

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Strategy: Safe Suicide Reporting

#11 Safe Suicide Reporting # and % of measures met/not met/no baseline





LOCAL NEWS

Family & Children's Counseling Services Given Proclamation for P.S. I Love You Day by County Legislature

on February 1, 2023

18 Articles in the Cortland Standard, WXHC, or Cortland Voice promoted stories of hope or local events, treatment, initiatives, prevention related to suicide or mental health

2023 HIGHLIGHTS

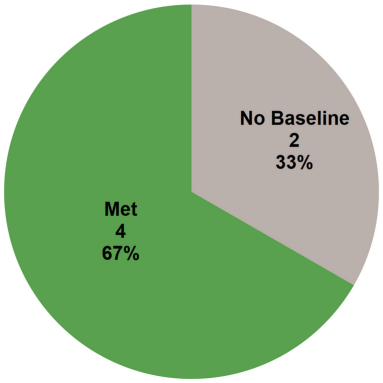
Looking Back: In 2023, SPEAK UP Cortland collected data on local media articles with mentions of suicide to determine inclusion of 988 information and reporting on stories of hope/resources.

Looking Forward: In 2024, SPEAK UP Cortland will work with local media entities to discuss safe suicide reporting practices and follow up on news articles related to suicide death that do include 988 or other treatment resources.

Data Source: SPEAK UP Cortland
Implementation Partners: SPEAK UP Cortland, Cortland Standard, WXHC, Cortland Voice, Other Media Entities

Strategy: Strengthen Economic Supports & Promote Housing Stabilization

#12 Strengthen Economic Supports and Promote Housing Stabilization # and % of measures met/not met/no baseline





33 Guthrie clinic patients reported housing instability

33 Homes utilized CAPCO's EMPOWER+NY program

81 Homes used Home Energy Assistance through CAPCO

9996 Guthrie clinic patients screened for social determinants

2023 HIGHLIGHTS

Looking Back: Guthrie Cortland Medical Center primary care practices screened and referred patients for needs related to social determinants of health - including financial and housing stress. CAPCO's energy services programs serviced many households, making homes more affordable by using weatherization to conserve engergy.

Looking Forward: There are many initiatives related to strengthening economic supports and promoting housing stabilization that were being implemented in 2023, and will be implemented in 2024, that are not captured in the CHIP including by Catholic Charities, the YWCA, the Department of Social Services, CAPCO, Cortland Works Career Center and more. In 2024, collaborative work will occur to better identify how these initiatives relate to this CHIP strategy, and how they can be reported.

Data Source: Guthrie Cortland Medical Center, CAPCO
Implementation Partners: Guthrie Cortland Medical Center, CAPCO, Catholic Charities, YWCA, Department of Social Services, Cortland Works Career Center

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

The following suicide prevention strategies were implemented in 2024, but data collection was either not established with the partnering organizations or there was no baseline set. In 2024, Cortland County Health Department will work with healthcare and behavioral health providers to more effectively track measures related to these strategies.

Implementation partners: Guthrie Cortland Medical Center, Family Health Network, Cortland County Mental Health Department, Family & Children's Counseling Services

Strategy: Reduce Provider Shortages

2 Systems changes at Family Health Network to support telehealth

16 Clinicians offering mental health related telehealth services at Family Health Network

2023 HIGHLIGHTS

Family Health Network worked on systems changes (technology, policies) to support telehealth and many staff provide mental health related telehealth services



Strategy: Integrated Primary & Behavioral Healthcare

2 Healthcare organizations offering integrated primary/behavioral health

3 Behavioral healthcare providers on staff at Family Health Network

2023 HIGHLIGHTS

Family Health Network and Family & Children's Counseling Services offered integrated primary & behavioral healthcare in 2023.



Strategy: Safer Suicide Care

Data tracking not established

Strategy: Screening & Safety Planning

Data tracking not established

Strategy: Postvention

Data tracking not established









Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Focus Area: Opioid Overdose

Healing Cortland

Community Lead: Healing Cortland

The Opioid Overdose Focus area for the Community Health Improvement Plan is unique in that the **Healing Cortland Project** oversees all data collection efforts. The Cortland County Health Department participates in Opioid Task initiatives, and supports the work of the Task Force.

Data related to Opioid Overdose strategies can be requested from Epidemiologist, Nicole Carter at ncarter@cortlandareactc.org

Interventions:

- Opioid Overdose education and naloxone distribution
- Medication for Opioid Use Disorder (MOUD) treatment
- Safer prescribing and dispensing
- Social marketing - Overdose Prevention
- Syringe services
- Screening, Brief Intervention, Referral to Treatment
- Support Systems/Peer Supports

Community members interested in the Opioid Task Force can contact Sara Watrous at swatrous@cortlandareactc.org



Cortland County Health Department Programs

- Emergency Preparedness
- Early Intervention
- Children and Youth with Special Healthcare Needs
- Pre-K Special Education
- Child Find
- Cancer Services Program
- Healthy Neighborhoods Program
- Injury Prevention & Traffic Safety
- Tobacco Free Zone
- Radon
- Opioid Overdose Prevention (Narcan)
- Cortland County Youth Bureau
- STI Prevention
- Communicable Disease
- TB program
- Immunization
- Lead Poisoning Prevention
- Rabies Control & Response
- Public Health Nuisances
- Temporary Residence
- Vector Surveillance & Control
- Food Service Establishments
- Public Water Supplies
- Individual Water Supplies
- Well Head Protection & Aquifer Monitoring
- Mobile Home Parks
- Pools & Beaches
- Septic Systems
- Children's Camps
- Clean Indoor Act
- ATUPA
- Environmental Assessment Program
- Cooling Towers
- Migrant Farmworker Housing
- Agricultural Fairgrounds

View Detailed 2023 Monthly Board of Health Program Updates Here or Scan the QR Code Below to be Directed to Minutes

SCAN ME

Public Health
Prevent. Promote. Protect.
Cortland County Health Department

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

2023 QUICK PROGRAMS SNAPSHOT

Early Intervention Referrals

2021	158
2022	162
2023	153

Children & Youth with Special Healthcare Needs Participants

2021	No Data
2022	15
2023	33

Childhood Lead Poisoning Cases

2021	14
2022	18
2023	23

Animal Bite Incidents

2021	172
2022	189
2023	208

Individual Sewage Permits Issued

2021	61
2022	67
2023	105

Radon Kits Distributed

2021	81
2022	173
2023	228

Child Safety Seats Distributed

2021	37
2022	52
2023	94

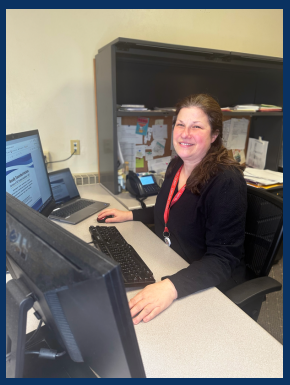
Breast & Cervical Cancer Screenings Through Cancer Services

2021	51
2022	61
2023	48

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

2023 QUICK PROGRAMS SNAPSHOT

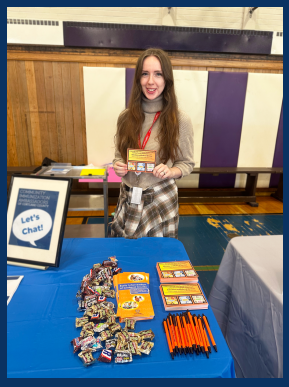






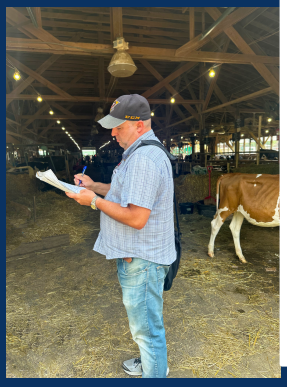












Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

2023 PROGRAM HIGHLIGHTS



Preparing for Emergencies

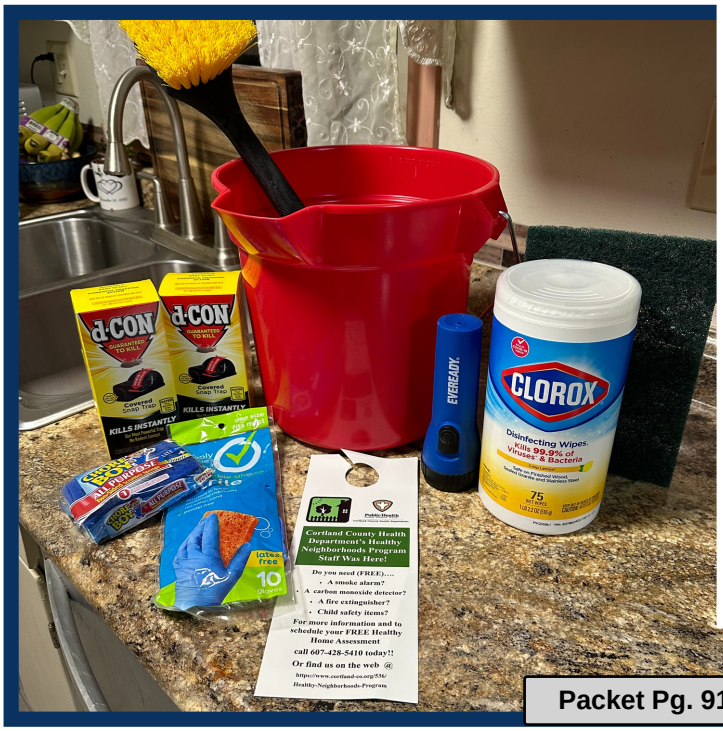
2023 Public Health Emergency Preparedness (PHEP) activities were marked by a comprehensive approach to enhance readiness, coordination, and response capabilities Notable activities included:

- Recruitment and Training of Closed POD Partners: 12 new MOU's signed in 2023.
- Plan updates: Continuation of Operations Plan (COOP) and Pandemic Viral Respiratory Disease Response Plan.
- Drills/Exercises: We maintain quarterly call-down drill completed our annual clinic set-up drill in October alon with several community partners and participated in regional outbreak and communication drills.
- Remain active participants of our Local Emergency Planning Committee (LEPC) and Regional Health Emergency Preparedness Committee (HEPC).
- Partnered with Environmental Health for more efficien Rabies vaccine clinics.

Home Safety Items Distributed Through HNP

The overarching goal of the Cortland County Healthy Neighborhoods Program (CCHNP) 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. Many home safety items are distributed to community members each year. Products distributed cover a wide variety of home safety needs and include: first aid kits, cleaning products, pest traps, mattress covers, night and flash lights, toothbrush/toothpaste, gunlocks and child safety items. In 2023, the program completed **263 initial home visits** distributing:

- 228 radon kits distributed
- 197 fire extinguishers distributed
- 187 carbon monoxide detectors distributed
- 160 smoke detectors distributed
- 73 baby gates distributed



Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

2023 PROGRAM HIGHLIGHTS



Promoted Safe Driving Behaviors

In 2023, the focus on Injury Prevention and Traffic Safety activities was paramount in Cortland County, marked by various initiatives to promote safe driving behaviors, prote vulnerable road users, and enhance community awareness. Highlights included:

- Engaging with seniors at various senior centers through the county allowed for targeted outreach about safe driv considerations and accommodations, addressing the unique needs and challenges older drivers face.
- Collaborating with the Boy Scouts in Homer, a bike helm event was organized to promote helmet use among cycl emphasizing injury prevention and safe riding practices
- ollaborative car seat events with CAPCO, as well as at Sa Day in Cincinnatus and Dr. Djafari Pediatrics, provided opportunities for education, inspection, and distributio car seats to ensure proper installation and usage.
- Bike Rodeo: Hosting a bike rodeo in McGraw allowed fo hands-on bike safety education and skills development children.

Provided Cancer Screenings

The Cancer Services (CSP) provided breast, cervical, and colorectal cancer screenings and diagnostic services at NO COST to people who:

- Live in New York State
- Do not have health insurance
- Have health insurance with a cost share that may prevent a person from obtaining screening and/or diagnostic services
- Meet income eligibility requirements
- Meet age requirements

In 2023, the CSP program served 48 clients with cancer screenings of which 10 received abnormal results.



Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

2023 PROGRAM HIGHLIGHTS



Safeguarded the Communit Against Rabies

One of our key achievements was the successful execution o rabies vaccination campaign held at the Cortland County O Building Gymnasium, where we administered vaccinations 333 animals across three clinics.

Furthermore, we are proud to announce a strategic partner with Cornell University Animal Health Diagnostic Center. Through this collaboration, we have streamlined the processing and submission of potentially rabid animals to t NYS Wadsworth Laboratory for rabies testing.

We have observed a notable increase in rabies-related incidents compared to the previous year. In total, we receiv 208 incident reports, marking a 9% increase from 2022. W also confirmed 4 positive rabies specimens collected in Cortland County, marking a 50% increase from 2022. The r in reported incidents and positive rabies specimens highlig the ongoing importance of our rabies prevention initiatives

Staffing Changes in Environmental Health

We bid farewell to two valued members of our team who have embarked on the next chapter of their lives in retirement. Phyllis Guest, a dedicated public health sanitarian, and Mike Ryan, our esteemed director of environmental health, have both retired from their positions. However, we are pleased to announce that Mike Ryan will continue to contribute to our team in 2024 as a per diem Public Health Engineer, providing invaluable expertise and guidance.

In welcoming new talent to our ranks, we are excited to introduce Marissa Pavlovich Archer, who joins us as a public health sanitarian, and Chris Quinlan, as a public health technician. Their arrival brings a fresh perspective, diverse skills, and unwavering enthusiasm, enriching our team and enhancing our capacity to serve the community.



Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

2023 PROGRAM HIGHLIGHTS



Assessed Childhood Lead Poisoning Prevention Need

In Fall 2023, the Cortland County Health Department releas a comprehensive needs assessment on childhood lead poisor in Cortland County. The assessment looked at program outcomes, risk factors, and gaps in resources. Additionally centered community member voices that have been person impacted by lead poisoning through a community Photovo Project led by a SUNY Cortland intern in 2022. The assessn led to at least one grant application submitted by a commu partner and re-allocation of Public Health Fellow funds to support program outreach and education through June 202

The assessment was presented to the Cortland County Legislature Health & Human Services committed and will b utilized to guide lead poisoning prevention work into 2024

Streamlined Children with Special Needs Processes

The Children with Special Needs (CSN) division began a single point of entry (SPE) model for referrals to the Early Intervention (EI), Child Find ,and Children and Youth with Special Healthcare Needs (CYSHCN) programs. Having a single point of entry has streamlined the intake processes, allowed for greater office efficiently, and created an easier referral process for the families and agencies. Upon referral, families are screened for their public health needs and are referred to appropriate programs.

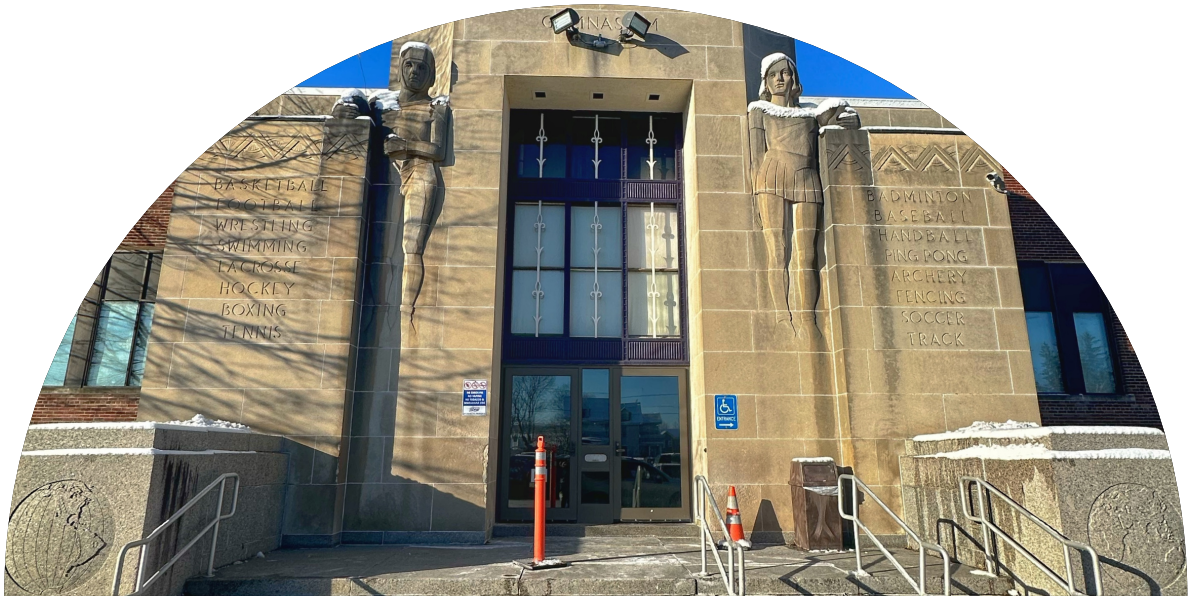
Additionally, the parent survey sent to families when their children exit the Early Intervention program was updated. In addition to simplifying the survey and providing it via a hyperlink, we have added follow up reminder phone calls. This data has historically be very challenging to obtain. These changes have made a big impact on the number of surveys and the data collected. This information will be used to make our program stronger.



Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

Public Health
Prevent. Promote. Protect.
Cortland County Health Department

Cortland County Health Department



THANK YOU TO ALL WHO SUPPORTED CCHD IN 2023

For updates throughout the year, follow us on Facebook, Instagram, and TikTok

@cortgovhealth

Contact: 607-753-5036

Attachment: CCHD 2023 Annual Report (12177 : Cortland County Health Department 2023 Annual Report)

CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES

2023

ANNUAL REPORT

Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

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Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

This report serves as the 2023 Cortland County Department of Social Services Annual Report as required by Section 81 of Title 5 of the Social Services Law.

VISION, MISSION, AND GUIDING VALUES

Vision

To eliminate poverty and family violence in Cortland County

Mission

Our mission is to accurately and efficiently provide benefits and services to the people of Cortland County in a respectful and responsive manner that protects the vulnerable, encourages self-sufficiency, and promotes dignity.

Values

- Strength-based partnerships
- Teamwork
- Self-sufficiency and individual responsibility
- Safe and healthy environments
- Family preservation and permanency
- Respect for all people
- Outcome focused approach
- An energizing positive work environment

ORGANIZATIONAL CHART

- See next page for a January 2024 chart

Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

Cortland County Department of Social Services

2024

Commissioner

1 Commissioner

Systems
1 Information Systems Administrator
1 WMS Specialist

1 Administrative Asistant

Administrative Assistant to the Commissioner

Legal
1 Chief Attorney
2 Attorneys
1 Paralegal

Child Advocacy Center
1 Coordinator
1 MDT/Safe Harbor Coordinator
1 Community Outreach Educator
1.5 Family Advocates

Staff Development
1 Staff Development Coordinator

Temporary Assistance / Employment Services and SNAP/MA
1 Deputy Commissioner

- Temporary Assistance/ Intake
  - Temporary Assistance Intake: 1 Manager; 1 Sr. Social Welfare Examiner; 6 Social Welfare Examiners
- Temporary Assistance Undercare/ Employment/ Day Care
  - Temporary Assistance Undercare / Employment/ Day Care: 1 Manager; 2 Sr. Social Welfare Examiners; 3 Social Welfare Examiners; 1 Sr Case Aide; 1 Case Aide
- Homeless/ Reception
  - Homeless/Reception: .5 Manager; 2 Sr. Social Welfare Managers; 4 Sr.Case Aides; 3 Case Aides
- Heap
  - Heap: .5 Manager; 1 Social Welfare Examiner; 3 Community Service Workers (6 Months)
- Medicaid /SNAP
  - Medicaid/SNAP: .5 Manager; 2 Sr. Social Welfare Examiner; 8 Social Welfare Examiners; .5 Case Aide
- Investigation/ Resource Recovery
  - Investigation/ Resource Recovery: .5 Manager; 1 Sr. Social Welfare Examiner; .5 Case Aide

Family and Children's Services
1 Deputy Commissioner

Adult Services
Grade A Supervisor

- Adult and Family Services / Long Term Care
  - Family and Adult Services / Long Term Care: 1 Grade B Supervisor; 1 Sr. Caseworker; 4 Caseworkers; 1 Case Aide
- Case Eligibility & Support Staff
  - Case Eligibility: 1 Social Welfare Examiner; 2 Case Aides

Child Welfare Director of Services

- Child Protective Services
  - Child Protective: 3 Grade B Supervisors; 2 Sr. Caseworkers; 11 Caseworkers; 1 Case Aide
- Preventive / Foster Care
  - Preventive / Foster Care: 2 Grade B Supervisors; 3 Sr. Caseworkers; 13 Caseworkers; 1 Case Aide; 1 PT Case Aides
- Coordinated Children's Services Initiative (CCSI)
  - Coordinated Children's Services Initiative (CCSI): 1 Grade B Supervisors; 1 Case Aide

Administrative Services
1 Director of Administrative Services

Asst. Director of Administrative Services

- Accounting
  - Accounting: 1 Fiscal Officer; 1.5 Principal Account Cler; 1 Sr. Account Clerk
- Child Support Enforcement
  - Child Support Enforcement: 1 Coordinator; 1 Sr. Investigator; 4 Investigators; .5 Principal Account Clerk

Total DSS Count = 113 employees
(Does not include 3 Temp CSWs, and 1 PT Case Aide)
Total CAC Count = 4.5

Updated:
1/12/2024

Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

Administrative and Supportive Services

ADMINISTRATION

Administration encompasses the work to administer programs and services, manage personnel, develop, and manage contracts, develop operational policies and procedures, implement state policy directives, comply with various audits and reviews, comply with various mandated state plans, coordinate with community partner agencies, develop efficient workflow processes, assess data and outcomes, resolve complaints and problems, and to manage a 35+ million-dollar budget. The work described in this section is performed by the Commissioner, two Deputy Commissioners, Director of Services, Director of Administrative Services, Assistant Director of Administrative Services, Administrative Assistant and Staff Development Coordinator.

Personnel management includes assessment and assignment of job duties, evaluating positions needed, requesting permissions to fill, civil service compliance and paperwork, interviewing, screening, offering positions, orientation, training coordination, monitoring, and approving leaves of absences, employee evaluations, employee skill development, and payroll processing. Additionally, employee injuries and threats require urgent responses, assessment, paperwork, and follow-up.

In 2023, we had 47 positions turnover or abolished. Of the 47 total positions, 27 required the hiring of a new person to the department, 17 involved the promotion of an internal candidate and three involved a voluntary demotion. There were 27 exits from the department: 4 were due to failing probation or a provisional employee being unreachable on a civil service list, 22 were resignations,1 was a retirement.

The department developed or renewed 72 contracts in 2023. Of them, 15 were for foster care placements, 15 were with day care centers, 8 were for work site placements for the Work Experience Program. The rest were for various administrative and program services. In 2023, the department held 11 contracts with other county departments for a total of $783,212.

In 2023, we received 106 state policy directives from the Office of Children and Family Services (OCFS), the Office of Temporary and Disability Assistance (OTDA) and the State Department of Health. Many of these required changes and updates to our policies and procedures.

There were many state plan documents required in 2023. Plans required included:

- OTDA Homeless Services Plan and quarterly reporting requirements
- OTDA Temporary Housing Budget Report
- OTDA Code Blue housing and funding plan
- OTDA Temporary Assistance and SNAP Employment Plan
- OTDA Investigative Unit Operations Plan
- OCFS Raise the Age Funding Plan
- OTDA Flexible Fund for Family Services (FFFS) funding plan and monthly reporting requirements
- Federal Tax Information Protection Plan
- OCFS Supervision and Treatment Services for Juveniles Plan (STSJP) funding plan and quarterly reporting requirements.
- OCFS Child and Family Services Plan

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- OTDA Rent Supplement Program Plan

Additionally, in 2023 we managed formal case and program reviews/audits. These included:

- OCFS Child Welfare Practice Case Review Program Improvement Plan
- OCFS Program Quality Improvement Plan
- SDOH Long Term Care agency Medicaid audits
- OCFS Preventive Services IV-E candidacy case reviews
- OCFS Foster Care and Adoption IV-E case review
- OTDA 2022 Federal Single Audit Review submission
- OCFS Title XX Sub-Recipient Monitoring Review
- Social Security Representative Payee Case Review

Our Staff Development Coordinator led 3 process improvement groups with staff across the department in 2023. One was on homeless case processing and service delivery and the other two were on Child Welfare and Temporary Assistance unit training plans and flow.

SUPPORTIVE SERVICES

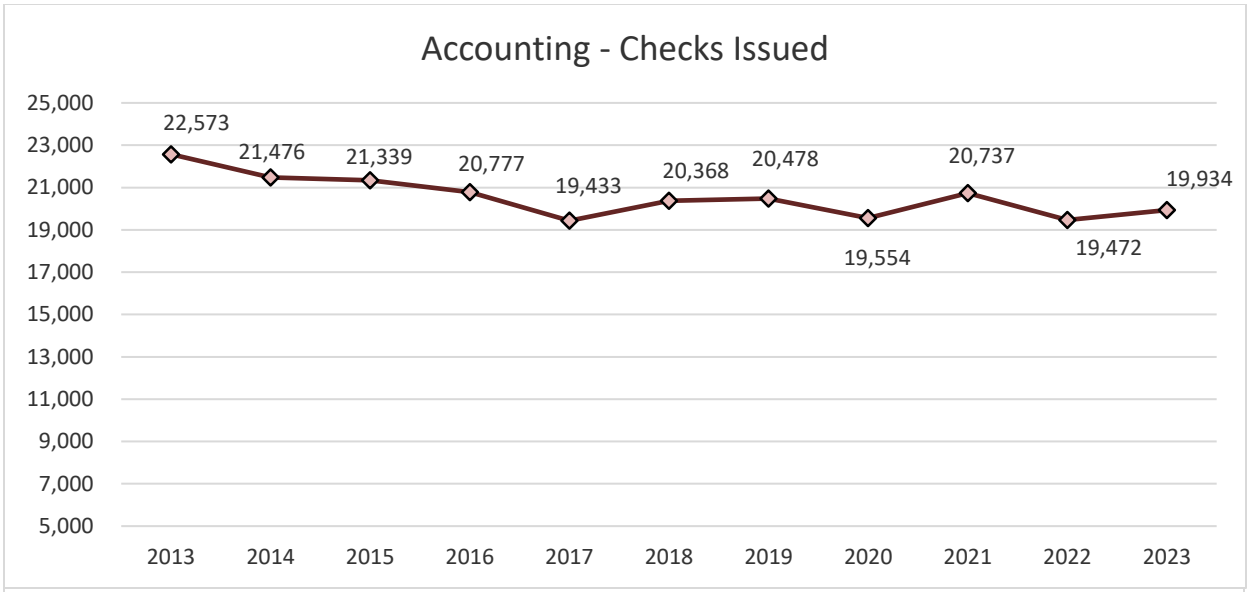
Accounting Unit

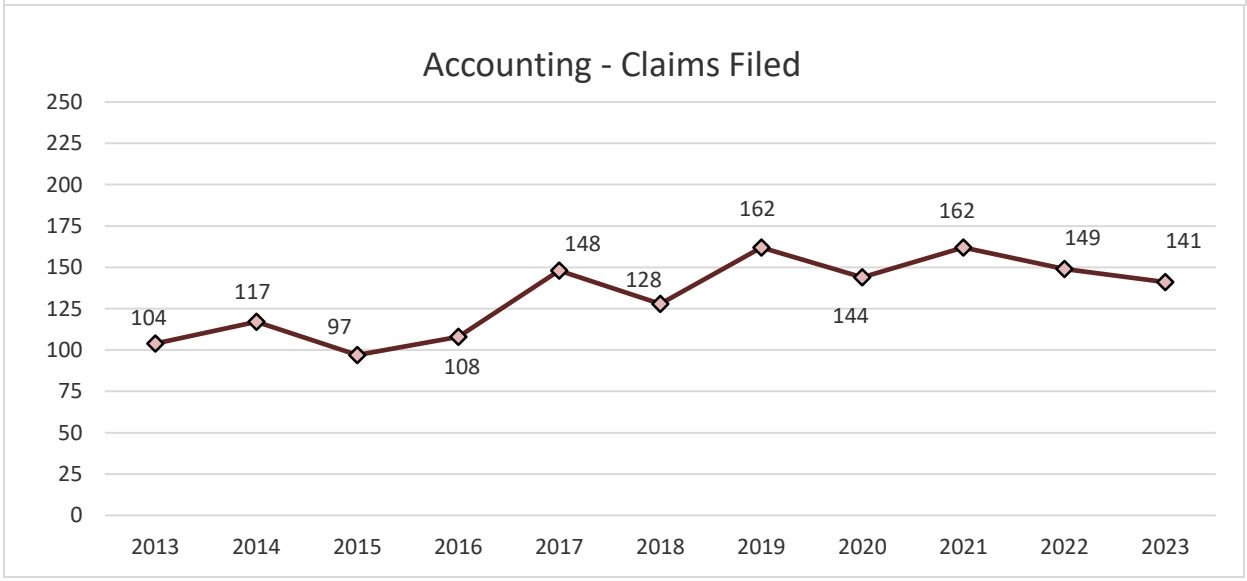
This unit is responsible to audit and code various original source documents to ensure correct payment and claiming. Payments are produced using three different computer systems; a state system for client benefits, a county system for administrative payments, and a locally created system for representative payee accounts. In 2023, there were 534 administrative payments, 3,149 program payments, and 16,251 trust account payments generated.

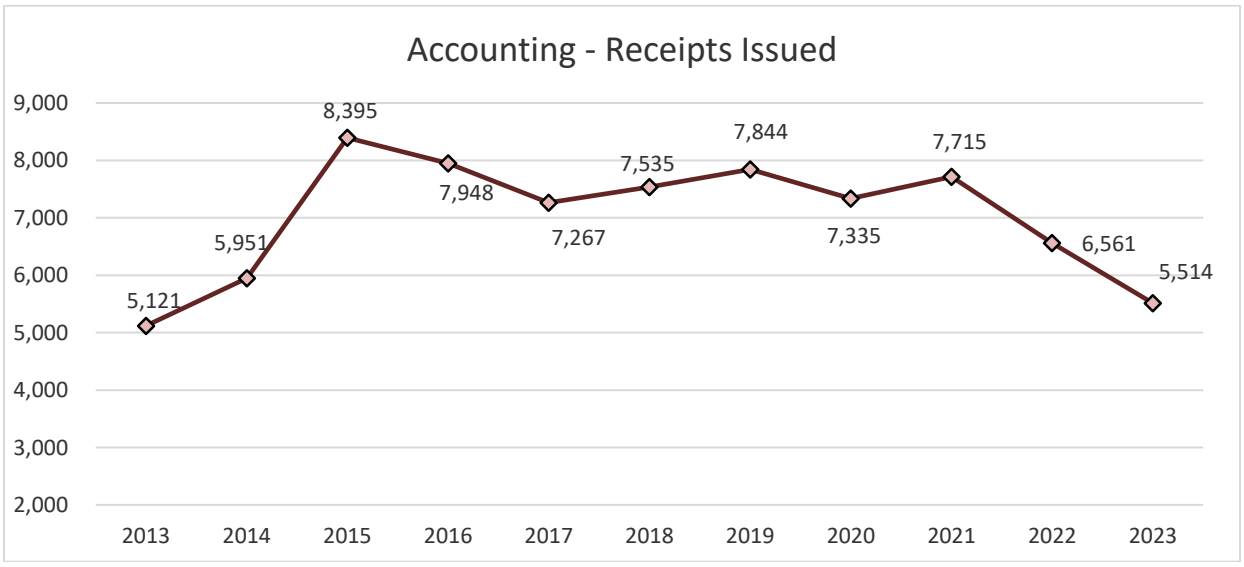
There are different program and administrative expenditures and claims processes. Both require staff to calculate, code and record expenditures for monthly claiming of state and federal reimbursement utilizing the Automated Claiming System (ACS).

The department budget involves the management of 66 appropriation accounts, 47 revenue accounts, and 5 trust accounts.

Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)







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Legal Unit

This unit handles an array of legal matters involving the department, including the following things:

- Family and Children's Services - Litigation and preparation of petitions, answers, motions, discovery, orders, memoranda of law, appellate briefs, and other legal documents for Family Court, and offering legal advice in child welfare law. There were 121 petitions, 369 orders and 200 permanency reports filed in 2023. These numbers were only slightly lower due to the pandemic.
- Support Collection Unit - Litigation and preparation of petitions, orders, motions, objections and other legal documents for Support Magistrate and Family Court Judge. Also appear as counsel on behalf of the Support Collection Unit for Child Support Services (CSS) recipients who request such service.
- Adult Services – Assist with legal matters involving the elderly and incapacitated. Preparation of petitions, orders and other legal documents/reports for proceedings in Surrogate's and Supreme Court.
- Investigation Unit and Chronic Care – Provide legal advice and representation for recovery of agency funds through the Resource Recovery Unit, and advise Chronic Care on such issues as Medicaid eligibility, trusts, and spousal resources.
- Bankruptcy – Provide clearinghouse for all bankruptcy notices received by the agency and render legal advice with respect to proper procedures upon notification of filing.
- Fair Hearings – Provides representation for the department on income maintenance fair hearings with opposing legal representation. For Family and Children's Fair Hearings, the legal office is responsible for preparing the record that will be used during the hearings. In 2023 there were 12 fair hearings requiring attorney representation.

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Reception

We currently operate two separate Reception areas, each with a very different focus. The COVID pandemic forced us to dramatically change our processes regarding how we receive and provide service to our visitors. As a result, we made changes which have proved productive and will remain in place.

Our traditional Reception area on the second floor remains a focus point for mail processing, managing phone calls for the agency, application registration, and records management. This unit also coordinates fair hearing requests with appropriate units including obtaining summaries form workers and coordinating the fair hearing schedule on hearing days.

A new Reception area was created in 2021 which serves as our building entrance on the ground floor and where all client interviews are done. This has served to help reduce traffic throughout the building as well as allow for improved security. Since this change, our focus has been in how to best manage increased traffic in the area from dramatic increases in the number of homeless individuals in our community, and in ensuring that staff there are kept safe.

Systems

In 2023, the Systems Administrator and Welfare Management Specialist deployed and/or maintained all hardware including 130 network computers,12 Virtual Desktop Infrastructure (VDI) terminals, 46 iPad, 23 printers, 7 copiers, 15 label makers, and 156 phone lines. They also manage numerous programs requiring set-up and user rights configurations. There are approximately 40 software and data programs required by our employees to do their jobs. Every month, they generate approximately 1,432 data report needed for staff from the state Benefits Issuance Control System (BICS).

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Income Maintenance Division

TEMPORARY ASSISTANCE

Description of programs:

- Family Assistance (FA) provides temporary cash assistance to eligible needy families that include a minor child. FA is a federal Temporary Assistance for Needy Families (TANF) funded assistance program. Eligible adults are limited to receiving benefits for a total of 60 months.
- Safety Net Assistance (SN) provides temporary cash assistance to eligible single adults, childless couples, and families who have exhausted their 60-months of eligibility for FA. SN is a state assistance program.
- Emergency Assistance: People with urgent needs, such as shelter and utilities, may be eligible for Emergency Assistance for Families (EAF), Emergency Assistance for Adults (EAA), or Emergency Safety Net (ESN) assistance, depending on their household income and resources.
- Employment Services- Within a week of an application, the employment unit becomes involved with TA applicants who are determined employable. They are required to attend a weeklong Job Search Workshop. Individuals who do not obtain employment are required to work with the employment unit to undergo an assessment and participate in assigned programs. Supportive services, including daycare and transportation assistance, are provided to clients to enable them to move forward to self-sufficiency. Work activities can include, but are not limited to, job search, Work Experience assignments, volunteer activities, vocational training, community service, therapy, counseling, etc. Individuals who do not comply with employment assignments are subject to sanctions that decrease or discontinue their benefits for certain time frames. Many individuals are exempt from work activities due to mental health, substance abuse or physical medical exemptions.
- Work Experience Program - The work experience program introduces the value of work by having participants develop work habits and job skills from participation in work assignments. Individuals are assigned to work sites at government or non-profit agencies with whom agreements are established.
- Disability Analyst – This position is provided via a contractual agreement with the J.M. Murray Center, Inc. and is located at the Department. The Disability Analyst establishes disability determinations for TANF and SN individuals presenting medical issues. This involves meeting with individuals and working with their doctors to obtain medical documentation that results in an exemption from employment activities and/or the pursuit of social security benefits.

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Annual Update:

The COVID pandemic led to a decrease in Temporary Assistance (TA) application numbers, particularly emergency assistance, which was attributed to the enhanced unemployment benefits, stimulus payments, and eviction and utility shut-off moratoriums. Applications have increased since 2021 as these interventions began to end. There is a change in the chart below in the average days from application to determination for FA and SN cases due to the fact that New York State eliminated the 45-day wait for SN applications. Those cases must now be opened within 30 days, which is the same as FA cases. This is reflected below as just TA average number of days from application to determination.

	2019	2020	2021	2022	2023
New TA apps registered per year (Total of FA, SN, EAA, EAF, ESN)	1,677	1,225	1,211	1,455	1,519
FA apps registered	351	361	478	427	381
SN apps registered	1,105	822	718	1,004	1,079
Average number of days from FA application to determination	25	19	20	22	-
Average number of days from SN application to determination	28	38	30	33	-
Average number of days from TA application to determination	-	-	-	-	22

While everyone has the right to complete a Temporary Assistance application, not all applications are opened. Case situations change, applicants may not comply with eligibility requirements, they may become employed, or they may be determined programmatically ineligible. We open a relatively low percentage of applications received.

	2019	2020	2021	2022	2023
Percentage of TA applications opened for ongoing assistance	24%	24%	21%	23%	27%

Our Temporary Assistance caseload is impacted by several factors, including changes in the labor market, the number of individuals unable to work due to a disability or substance use disorder, and employment opportunities available in the community. Since 2011, the county cost share of SN cases has been 71%, while it is 0% for FA. The charts below outline historical costs and caseloads. While TA caseloads decreased dramatically during the pandemic due to factors such as increased SNAP and HEAP benefits, as well as eviction and utility shut-off moratoriums, there have been gradual increases since 2021 as these pandemic benefits ended. The number of cases and costs of providing Temporary Housing Assistance (THA) have increased significantly in the past 2 years.

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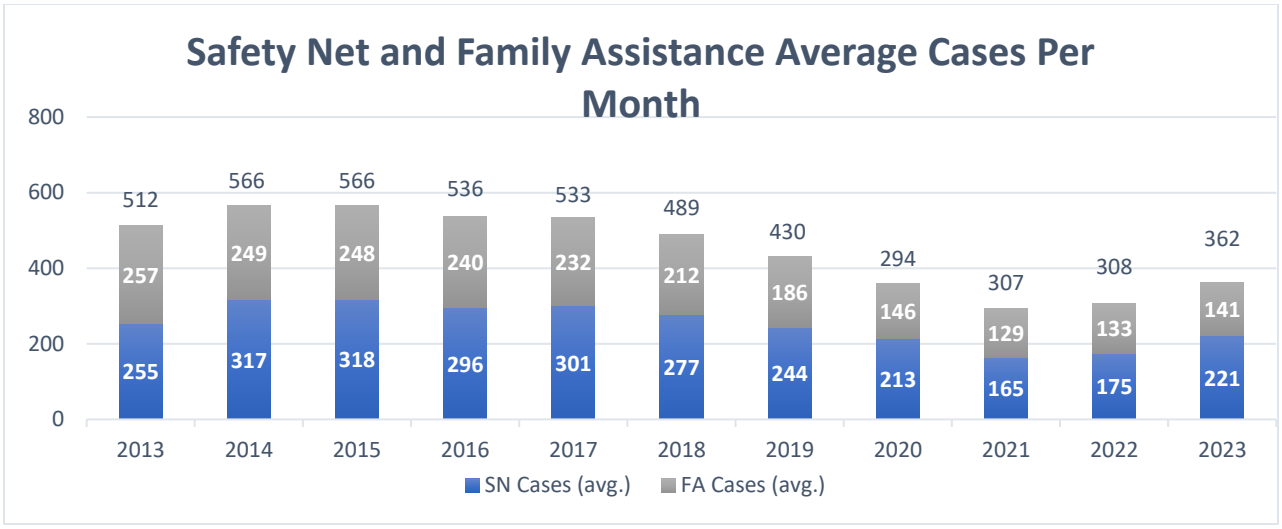

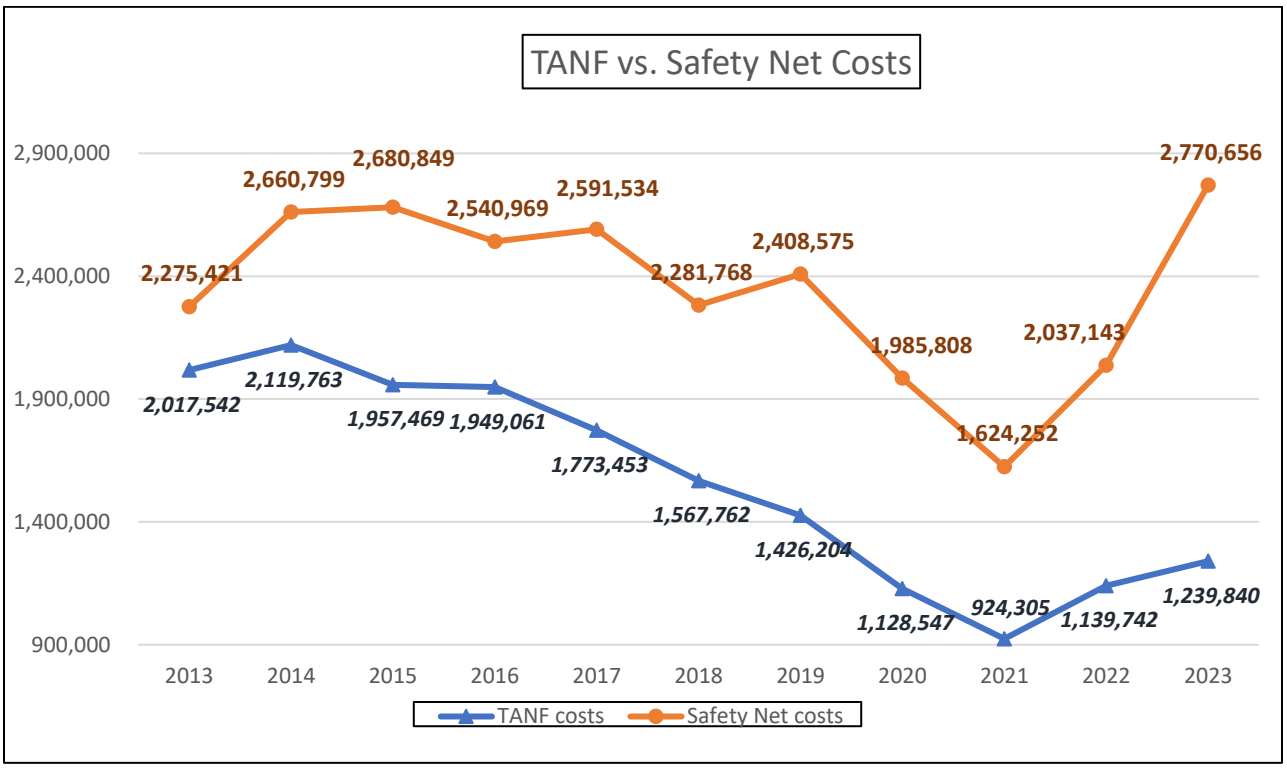

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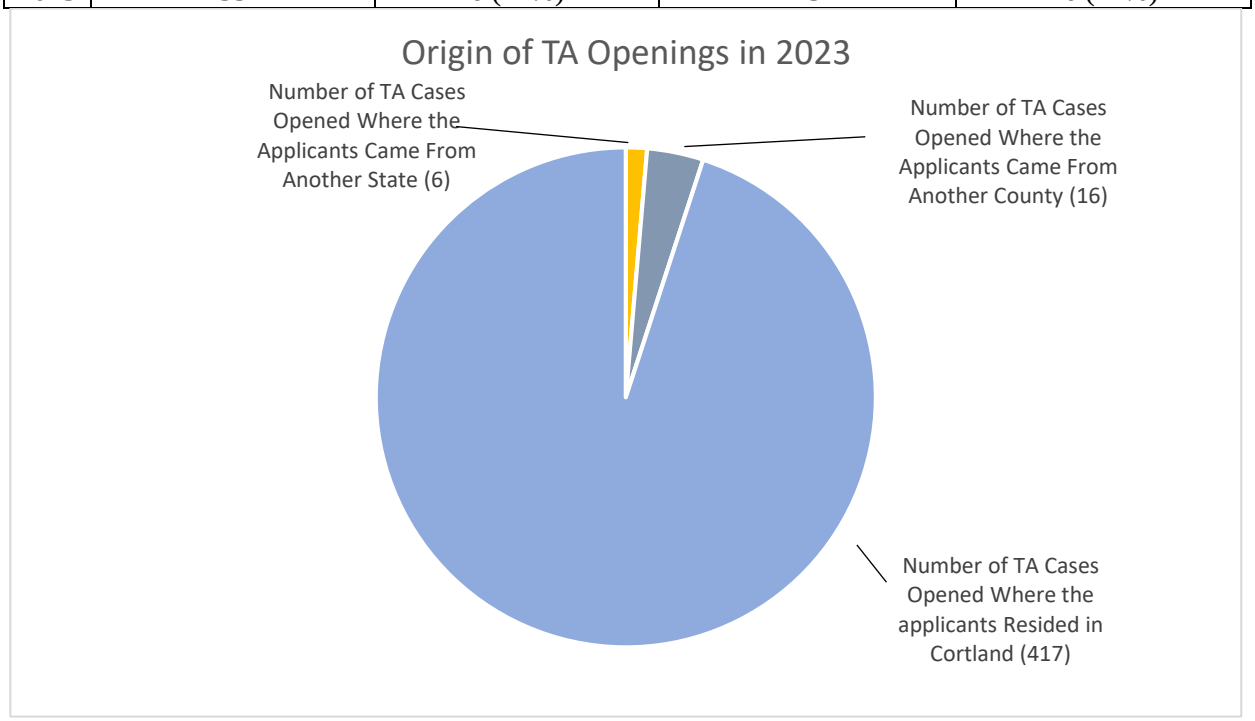
Our indigent burial numbers fluctuate but were especially low in 2023.

	2019	2020	2021	2022	2023
Number of indigent burials	82	67	85	88	52
Burial expenditures	$207,033	$175,948	$204,724	$212,960	$139,018

Because New York State requires counties to accept applications from anyone who applies in a county without any residency restrictions, we track the number of TA applicants received from other counties and states. Of those who do apply, a very low percentage of them open for TA although this has increased a bit.

	Number from another state applying for TA	Number from another state who opened TA	Number from another county applying for TA	Number from another county who opened TA
2019	8	1 (12%)	88	7 (8%)
2020	No data due to pandemic	-	-	-
2021	36	5 (13%)	20	2 (10%)
2022	24	4 (16%)	88	15 (17%)
2023	35	6 (17%)	75	16 (21%)



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One factor we analyze is the history of those who are applying for TA. Specifically, whether they have received TA in the past in our county. This is done to help analyze service needs and how to best assist applicants escape the cycle of poverty. More than half of our TA recipients have received TA in the past.

	2019	2020	2021	2022	2023
TA recipients who are first time open	187 (47%)	121 (41%)	101 (40%)	140 (41%)	182 (44%)_
TA recipients who have received TA in the past	213 (53%)	173 (59%)	150 (60%)	198 (59%)	234 (56%)

An ongoing challenge is the number of Temporary Assistance adult recipients who are exempt from work requirements due to a physical, mental health, or substance use disorder. In accordance with New York State regulations, individuals who are exempt cannot be required to work on their job skills or search for employment but can be required to follow treatment recommendations. Those who are expected to be permanently disabled are assisted in applying for disability benefits. There are regular meetings and communications with local treatment and medical providers to ensure that exemption determinations are accurate and necessary. Despite these attempts, a high number of individuals are work exempt and are not required to participate in work activities.

	2019	2020	2021	2022	2023
Number of adult TA recipients who are exempt and unemployable (monthly avg)	289 (79%)	247 (79%)	166 (81%)	217 (84%)	251 (80%)
Number of adult TA recipients who are nonexempt and employable (monthly avg)	77	51	38	40	61
Of the nonexempt TA recipients above, those who are currently working either full or part-time (monthly avg)	26	8	4	8	15

Homeless housing has been our biggest challenge and focus in 2023 because we have seen historic increases in this area. This seems to be impacted by a number of factors: a large number of these individuals face chronic mental illness and substance use disorders making it difficult to maintain housing, bail reform has led to a number of formerly incarcerated individuals becoming homeless, a lack of immediately available and effective mental health and substance abuse treatment services for those who do not easily engage in treatment, a dramatic decrease in the number of landlords and motels willing to provide low-income housing due to an increase in problematic behaviors, as well as increased financial risk due to eviction reform laws, a woefully inadequate shelter allowance which does not allow recipients to afford permanent housing, and regulatory changes which have led to an inability to hold individuals accountable for when they demonstrate behavior and noncompliance. As a result, we are struggling to provide emergency or permanent housing for our homeless individuals.

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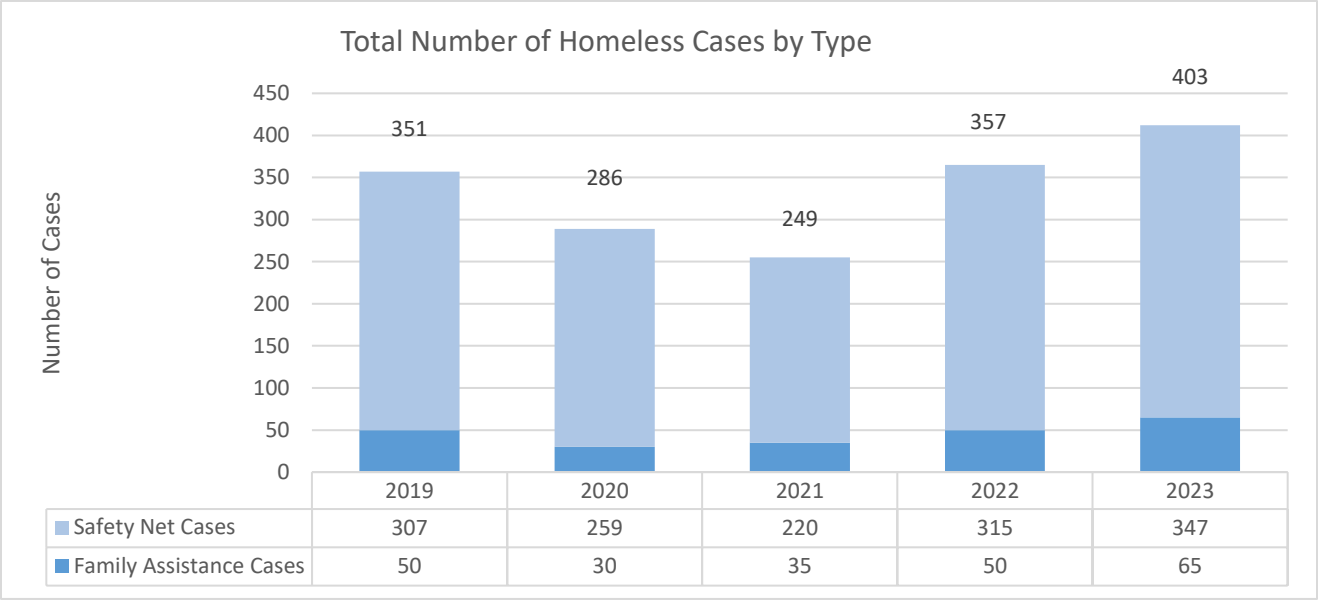
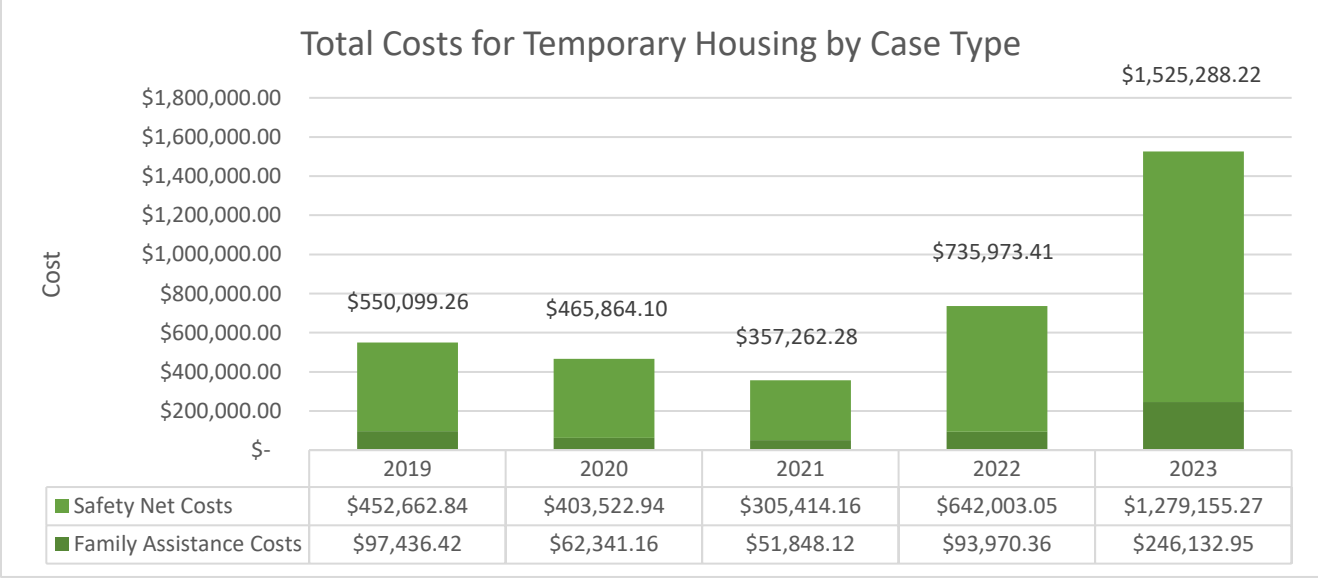
	2019	2020	2021	2022	2023
Number of instances cases (individuals or families) were housed as homeless	356 (316 separate households, 50 housed more than once)	311 (226 separate households,45 housed more than once)	315 (249 separate households,34 housed more than once)	496 (357 separate households,107 housed more than once)	557 (403 separate households, 66 housed more than once)
Of instances, number that were SN single males	218	187	183	282	315
Number of homeless parolees housed	63 (18% of the total cases housed)	58 (19% of the total cases housed)	21 (6% of the total cases housed)	39 (8% of the total cases housed)	20 (3.5% of the total cases housed)
Average days each case was housed	28days	33 days	28days	31days	43 days





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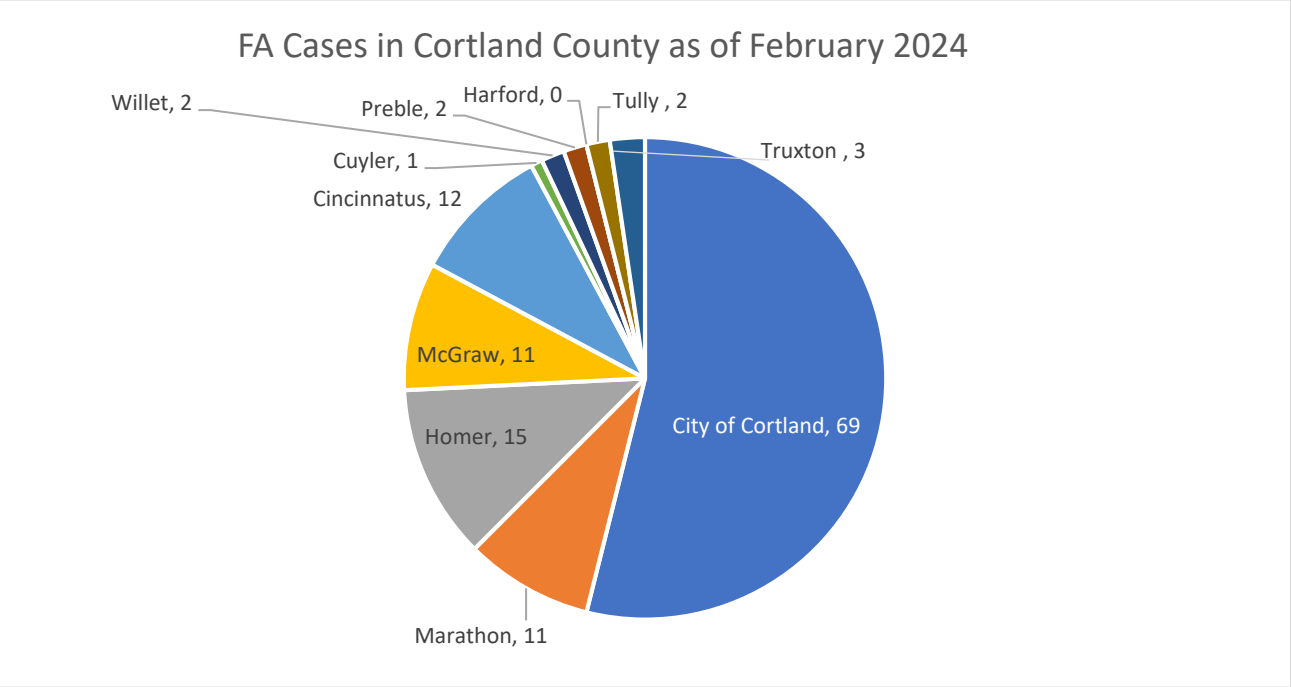
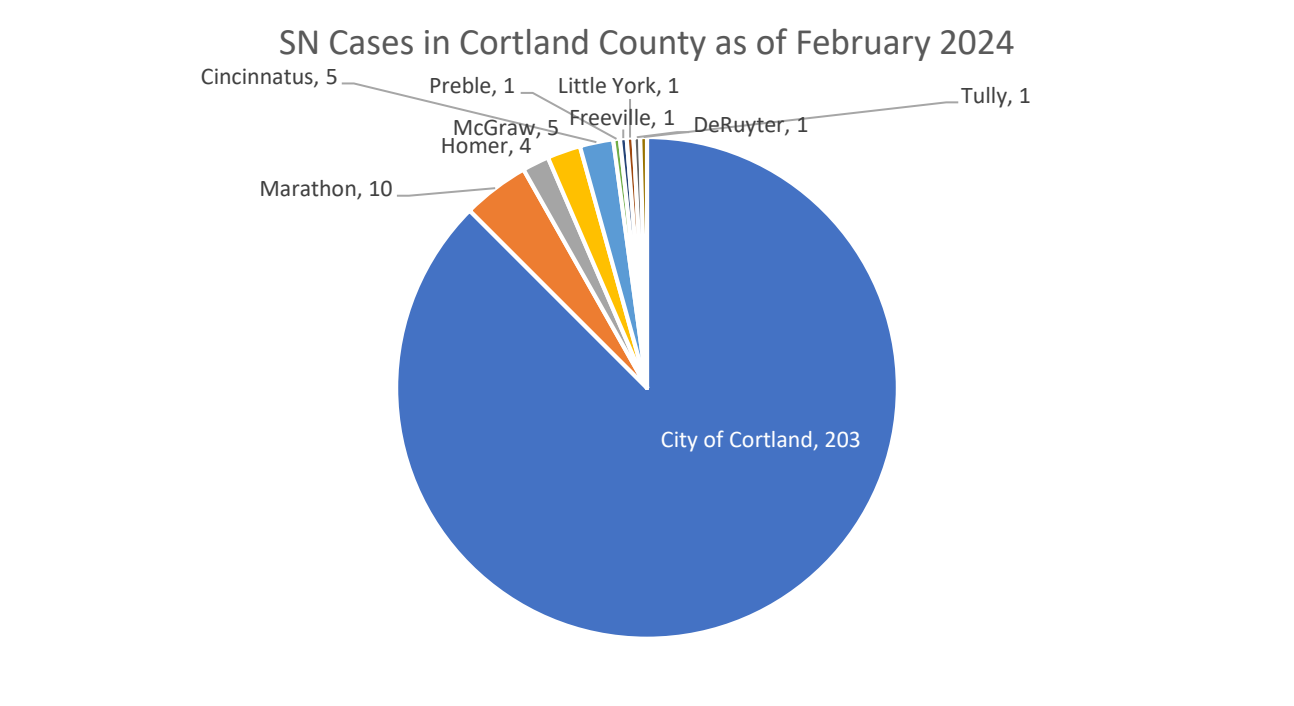
As of February 2024, most of our Temporary Assistance cases are located within the city of Cortland. The charts below indicate that a higher percentage of Safety Net (SN) cases are concentrated within the City of Cortland than are Family Assistance (FA) cases. Not all current TA cases are represented here, as certain types of cases do not contain a local address, such as those in congregate care, rehab, shelter, or non-custodial caretaker cases outside of our county. We also carry cases for a specific amount of time when the recipient has moved out of county.





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INVESTIGATION

Description:

This is the work done to avert fraudulent applications, investigate fraud allegations and to complete various resource recovery actions.

Annual Updates:

We place a great deal of emphasis on our fraud investigation work. Applications with factors which may indicate possible fraud are referred to the Investigation Unit as FEDS (Front End Detection System) referrals. A high percentage of our TA applications are reviewed as FEDS, helping us ensure that new applications do not contain fraud. Due to the COVID pandemic, FEDS requirements were waived from March 2020 through May of 2021, resulting in lower numbers during that time. Case Investigations also decreased during this time, primarily due to the mandatory waiver of in-person interviews. These numbers increased since 2022 as interviews resumed and FEDS requirements were back in place. This has led to significant savings and loss prevention directly attributable to our Investigation Unit. Open assistance cases may be referred to the Investigation Unit if staff suspect possible fraud. Outside referrals are also accepted from anyone.

	2019	2020	2021	2022	2023
Number of TA FEDS investigations	572	95	145	310	301
% of TA applications referred for FEDS investigation	34%	7%	12%	21%	20%
Number of TA FEDS referrals found with case discrepancies	131	17	52	85	93
Number of TA applications denied or withdrawn due to FEDS investigation	63	8	44	77	69
FEDS Cost Avoidance/for one month	$93,955	$12,492	$67,823	$117,119	$113,411
Number of open case investigations (may be from any program area)	105	138	51	66	43
Number of individuals arrested for fraud	16	9	8	11	10
Fraud Investigation Recoveries	$54,155	$86,807	$30,356	$36,556	$76,625

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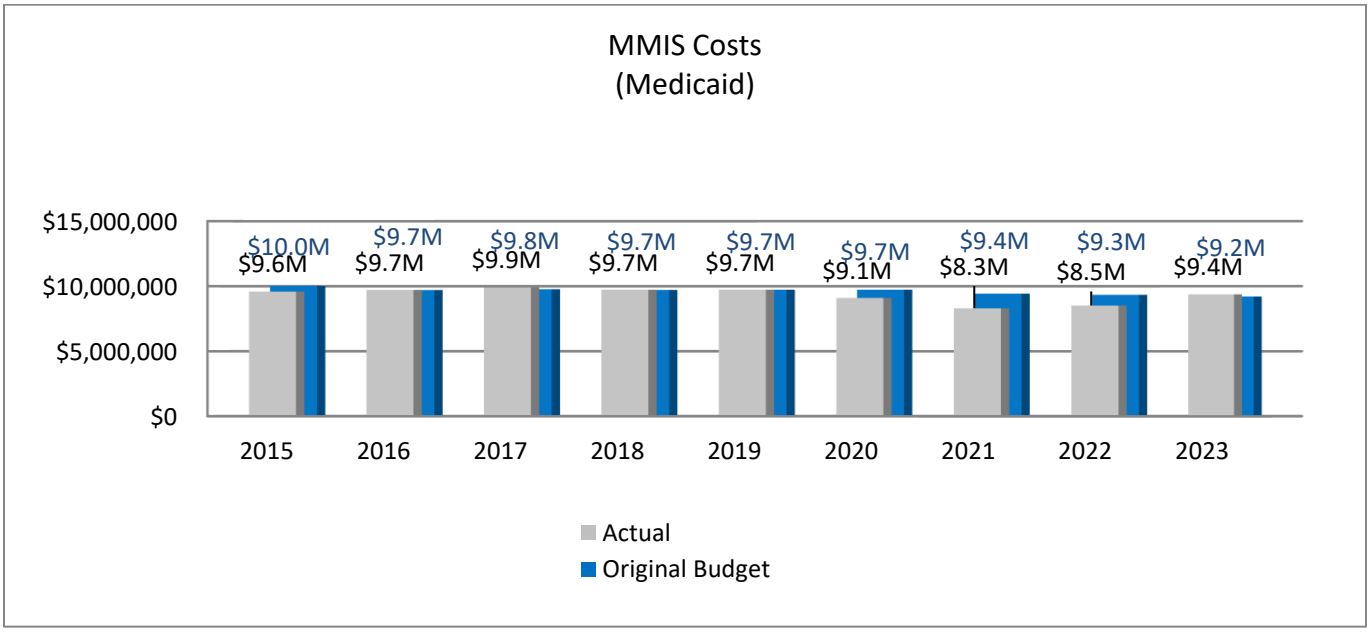
SNAP/MEDICAID/HEAP/DAYCARE

Descriptions:

- Supplemental Nutrition Assistance Program (SNAP) – This is a federally funded program that provides those who qualify with benefits to purchase food.
- Medicaid – This is a federal, state and locally funded health services program.
  - → Community Medicaid – These types of cases are being taken over by the NYS Exchange and are referred to as Maximum Adjusted Gross Income (MAGI) cases.
  - → Chronic Care Medicaid – Cases that qualify for Medicaid under the Medicare Savings Program, the Medicaid Buy-In Program, and for those who are in receipt of Supplemental Security Income (SSI) or are a nursing home resident.
- Home Energy Assistance Program (HEAP) - This is a federally funded energy assistance program that helps with heating bills, furnace repairs, summer cooling benefits and furnace maintenance.
- Daycare – The Low-Income Daycare Program (LIDC) is for working parents who earn less than 85% of the State Median Income (SMI) and/or for parents transitioning from Temporary Assistance. Daycare is also provided to Temporary Assistance recipients when necessary.

Annual Updates:

Medicaid costs are the largest driver of our DSS budget. They accounted for 55% of the county funds in our 2023 DSS budget. This account is all local share and COMPLETELY OUT OF OUR CONTROL. Annual weekly share increases were to go to 0% after 2014 but decreased due to the Affordable Care Act (ACA). In 2023, NYS decided not to pay counties for money owed from reconciliations of the estimated weekly shares from 2016 to 2022. Instead, the weekly share was increased due to the elimination of federal pandemic funding and a phase out of the ACA sharing.



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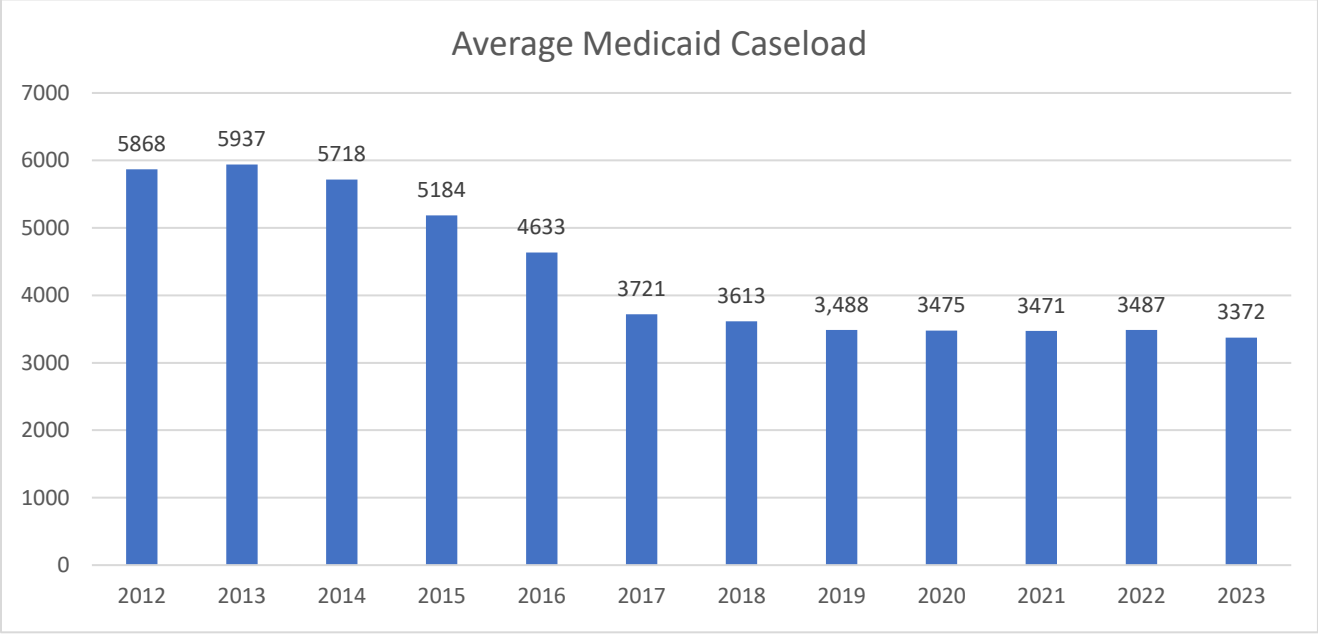
Medicaid cases handled locally began to decrease after 2016, as New York State continued to transition some cases away from local districts, but this process has been stagnant and was impacted by pandemic rule changes. The number of SNAP cases has remained relatively consistent over the past few years. HEAP cases tend to fluctuate depending upon the severity of the winter season and the amount of funding provided. There have been dramatic increases to the Daycare caseload in 2023 due to significant expansion to the eligibility guidelines and program rules including a mandated 12-month case opening rule.

	2019	2020	2021	2022	2023
Number of open SNAP cases (monthly avg.)	3,240	3,159	3,149	3,353	3,379
Average number of days from SNAP application to determination	13	12	15	18	18
Number of open local MA cases (monthly avg.)	3,488	3,475	3,471	3,487	3,372
Average number of days from MA application to determination	20	17	24	20	18
Total number of HEAP benefits (regular/emergency/furnace)	4,901 (2019-2020)	4,813 (2020-2021)	4,800 (2021-2022)	4,683 (2022-2023)	3,307 (as of 1/31/24)
Average number of days from HEAP application to determination	15	27	30	21	25
Number of Low-Income Daycare cases (monthly avg.)	101	71	60	78	136



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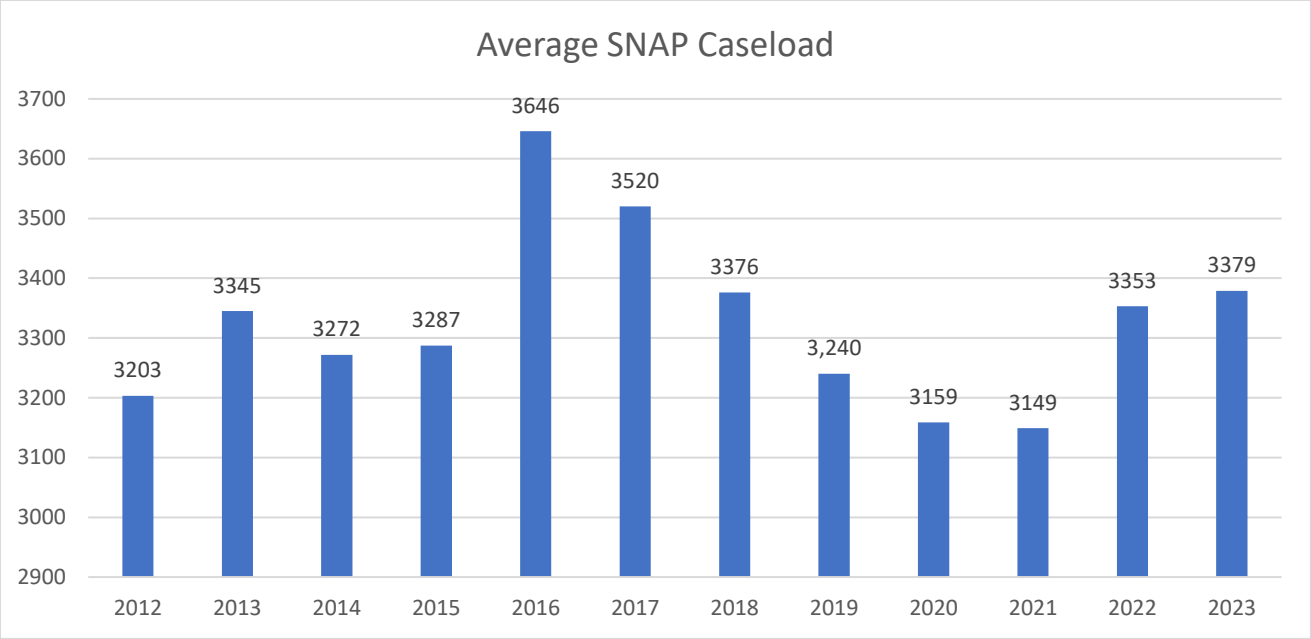

SNAP, HEAP, and most Medicaid payments on behalf of recipients are paid outside of our county budget but represent significant federal and state spending. During the pandemic, the State authorized increased SNAP benefits to households.

Expenditures	2021	2022	2023
SNAP benefits authorized	$15,751,602	$18,877,344	$14,130,616
HEAP benefits paid by OSC (FFY)	$1,990,955	$3,470,467	$2,725,845
HEAP benefits paid locally	$47,721	$6,227	$27,386
Medicaid paid by County (MMIS Account)	$8,303,056	$8,505,700	$9,375,085
Total Medicaid for Cortland Residents	$108,136,708	$115,025,542	$130,291,449

CHILD SUPPORT SERVICES

Description:

Child Support Services include the establishment of paternity, obtainment and enforcement of support orders, and the disbursement of funds. There are two types of cases. The largest type is Child Support Services (CSS) cases. These are private cases that are sought by one parent from another. Anyone in the County can receive assistance from the department in filing for paternity, support, or enforcement of an existing order. The other type of case is called Department of Social Services

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(DSS) cases. These are initiated by the department when money is owed for reimbursement of cash assistance or foster care placement. They can be considered either open or closed cases. Closed cases are those that have arrears owed to the department and a percentage of money might go to the department towards arrears while the rest goes to a custodial parent.

Annual Updates:

The amount of money collected and distributed is as follows:

Collections	2021	2022	2023
Reimbursement to DSS	$369,414	$232,266	$212,031
Distributed to a Custodian	$4,302,078	$3,685,729	$3,906,627

There are performance measures monitored by the NYS Office of Temporary and Disability Assistance (OTDA). These measures are a percentage of the amount possible based on our active caseload each year.

Measures	2021	2022	2023
Paternity Established	98.44%	97.79%	98.09%
Support Established	96.66%	95.05%	93.69%
Support Collected	79.02%	72.50%	73.02%
Active Caseload (monthly average)	2,833	2,728	2,250

Our Child Support Investigators file petitions for CSS and DSS cases and our Child Support Attorney represents us on the DSS petition cases in court.

Petitions	2020	2021	2023
Total Petitions	733	618	453
DSS Petitions	321	265	293
CSS Petitions	412	353	160
Paternity Petitions	21	17	17
Support Petitions	224	208	183
Violation Petitions	133	124	96
Modification Petitions	272	216	88
Genetic Petitions	5	1	6
Uniform Interstate Family Support Act Petitions	78	52	30

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Services Division

PREVENTIVE and FOSTER CARE

Description and Annual Updates:

Preventive services are provided on a voluntary or court ordered basis to work with families to identify needs and implement service plans. This is done by providing case management with contacts at least twice a month. The services provided meet mandated preventive services regulations in that families must have a child at risk of out of home placement for a specific documented reason. Most of these services are provided by department caseworkers. We have a contract with Probation whereby two Sr. Probation Officers provide preventive services case management to families eligible through the Planning, Assessment, Skills, and Support (PASS) Program (formerly known as Persons in Need of Supervision (PINS) program). PASS works with targeted youth ages 10-18 years that are identified in accordance with the current PINS statute, and other youths who have challenging behaviors.

Ave. per Month	2021	2022	2023
Number of open Preventive cases/month	85	89	81
Number of PINS Preventive cases/month (Probation)	27	28	35
Number of cases court ordered	26	35	27

We continued our contract with Cortland County Mental Health (CCMH) to provide masters level social work and in-home support to youths and families involved with juvenile justice. However, this contract concluded at the end of 2023 because CCMH was able to successfully transition to a fully Medicaid reimbursable program. We also continued our contract with Elmcrest Children's Services for parent education (parent aide) services and family support with visitation services. It is designed to protect children, reduce trauma, engage families, and provide a discharge/permanency plan that can be achieved in the shortest amount of time possible. The program is rooted in safety and security for the children, while recognizing that foster care should be as temporary as possible on the path to permanency, and families should always be supported in staying together whenever possible.

In 2023 we contracted with Cayuga Centers to provide a preventive program called Safe Care. The decision to create this contract came out of work with our Families First consultant work. This program targets service to parents of children ages birth to 5 yrs at risk of child maltreatment, including young parents; parents with multiple children; parents with a history of depression or other mental health problems, substance abuse, or intellectual disabilities; parents being reunified with their children; parents recently released from incarceration; parents with a history of domestic violence or intimate partner violence; and parents of children with developmental physical disabilities. The program is evidence based and is a Families First Clearinghouse "supported" program. The Safe Care Coach works on three models with the families including a health module, home safety module and parent-child/parent-infant interactions module. The program is typically around 18-20 weeks per family.

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Monthly Ave Cases Serviced	2021	2022	2023
CCMH (monthly average)	13	14	15
Elmcrest Parent Education Program (monthly average)	30	32	30
Elmcrest Family Support Placement cases (monthly average)	8	11	11
Total Visitation hours provided by Elmcrest in year	2,422	2,801	2,333 attended 3,960 offered

Children who need to be placed out of their homes due to unsafe parent or child behaviors can be placed in DSS custody (foster care) unless there is another parent or relative with whom they can be placed. Reunification efforts need to be made with parents in most instances regardless of who a child is placed with. In the past several years, we have seen more children placed with relatives on an emergency basis. We have also seen more relative placements convert to foster care placements. The federal and state governments continue to mandate relative foster care through the Families First law requirements. To help with the recruitment and certification of new local and relative foster homes, we continued our home finding contract with Hillside Children's Services.

Monthly or Annual stats	2021	2022	2023
Children in foster care (monthly)	71	80	95
Children entering foster care (DSS custody) in year	39	72	36
- Child Protective Entries	21	38	24
- PINS/Voluntary /JD Entries	11	5	3
- Relative Placements moved to foster care	7	29	9
Emergency foster care and relative placement removals total (annual)	43	66	35
Children with a relative/other parent (monthly average) non-FC	41	48	27
Children entering relative placement in first instance (annual) non-FC	22	28	11
Children in relative foster care	17	21	24

Children placed in foster care must be placed in the least restrictive level of care. When the needs of children are too challenging to be met in family homes, children are placed in therapeutic foster homes, group homes or residential centers that are operated by private agencies. Youths can be placed in non-secure or secure detention by the Juvenile Justice System either in DSS or their parent's custody. In 2021, there was a significant law change in that Persons In Need of Supervision (PINS) youths can no longer be placed in non-secure detention, and if they are placed in foster care there is no

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reimbursement for any of the costs. We continue to struggle to find emergency respite care for youths exhibiting ungovernable or incorrigible behaviors or parent/child disputes that cannot be resolved in the home. There are very limited residential placements beds and if we can place a youth into our local foster homes, they often require constant support due to unmanageable behaviors and placement disruptions.

Monthly or Annual stats	2021	2022	2023
Number of children in foster homes (monthly average)	60	73	85
Number of children in higher levels of care (monthly average)	9	7	10
Number of children and bed days in non-secure detention (annual)	0	0	1/1 night
Number of children and bed days in secure detention (annual)	1 child/61 days	0	0
Raise the Age Placements	0	0	0
OCFS Custody Placements	0	1	0

The amount paid in foster care costs can vary drastically from year to year based on the number of children in care and the numbers in costly higher levels of care.

Foster care and adoption rates were increased by a 4% Cost of Living Allowance (COLA) in April 2023 and increased again in July 2023 by a state mandated increase to the Maximum State Aid Rate (MSAR). This resulted in an increase anywhere between 32% and 51% of the daily rate depending on the level of care determined for each child placed in a foster home or receiving an adoption subsidy. The state also introduced a new "Extraordinary" rate in 2023. The following information outlines average cost rates based on types of placements.

Higher levels of care average rates:

- Therapeutic Foster Homes - $46,600/year
- Group Homes - $142,361/year
- Residential Treatment Centers - $309,428/year

County foster home rates:

- 0-5 yrs. old - $11,162-$44,413/year
- 6-11 yrs. old - $13,297-$44,413/year
- 12-21 yrs. old - $13,439-$44,413/year

The charts below demonstrate the financial impact of higher levels of placement for children who cannot be safely cared for in our local county family foster homes. In 2023, 9% of our foster care placements that are in higher levels of care accounted for 67% of our total foster care costs as indicated in the charts below.

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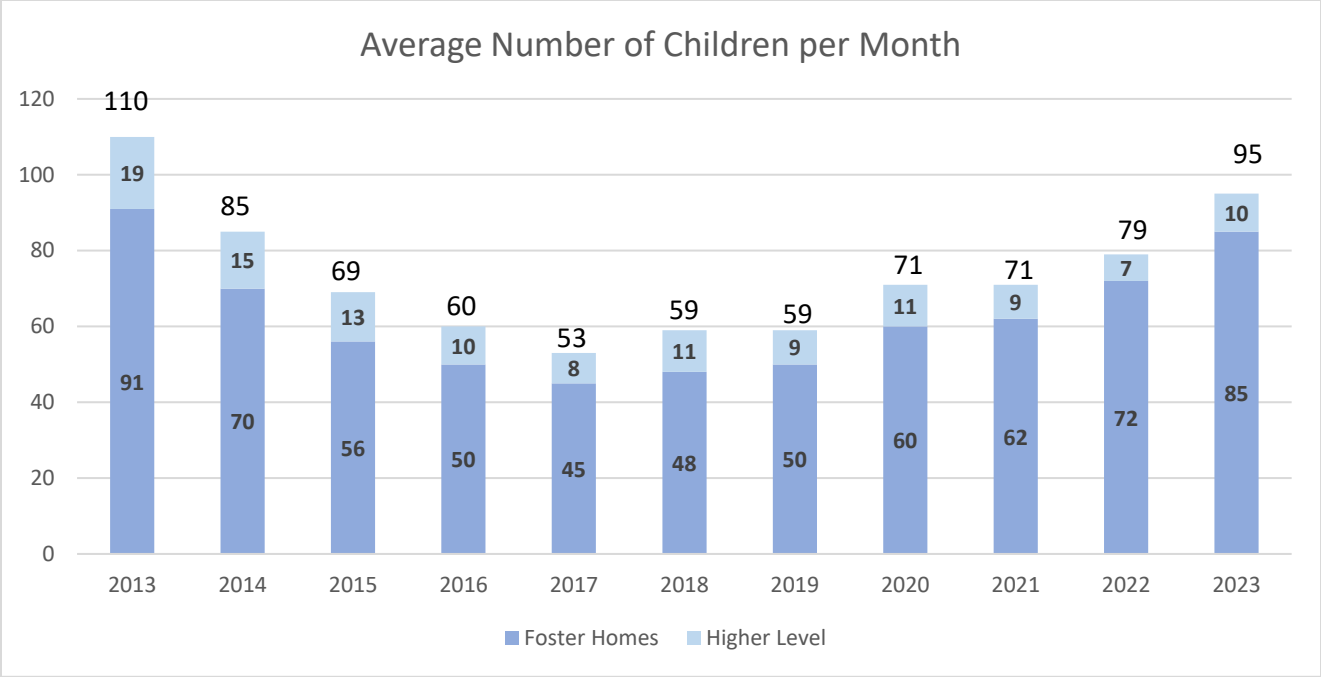

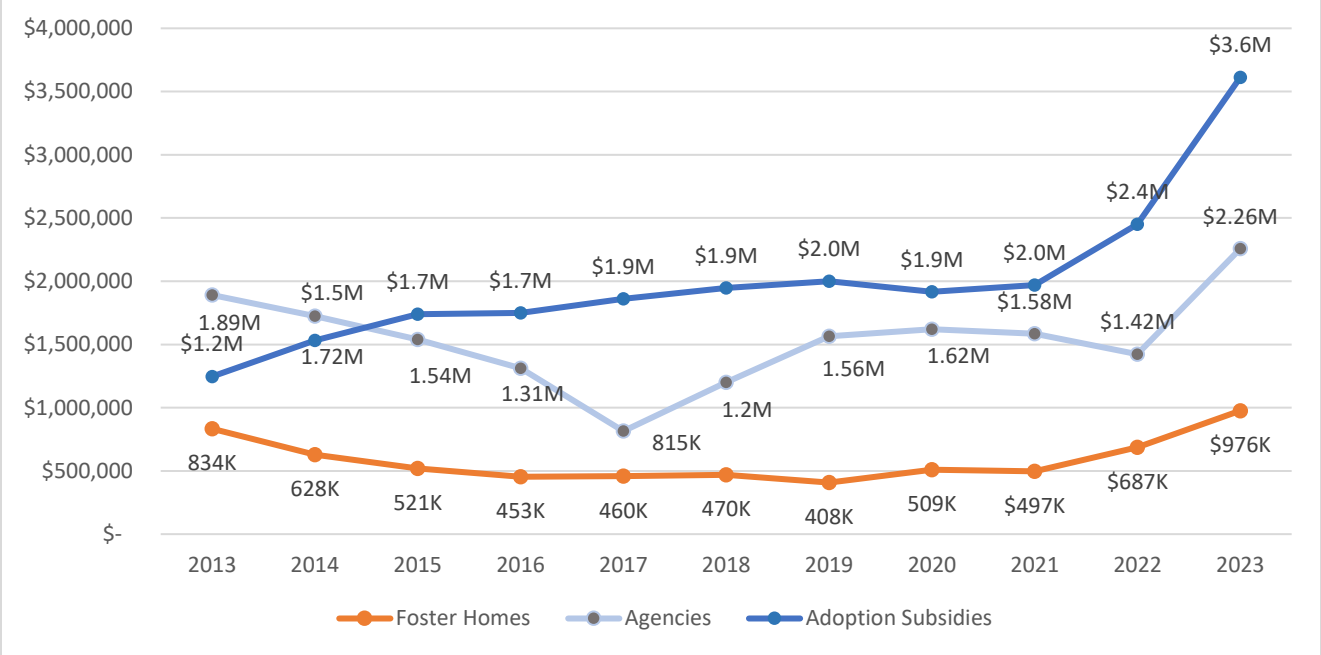

The costs above will be difficult to lower because the children in the highest cost programs are those who cannot be maintained in lower-level community foster homes. Many of these children would have been served in state operated programs for those with severe mental health needs or developmental disabilities in past years, but the State has closed and downsized those programs thereby forcing children into the foster care system when residential care is needed. In addition to the foster care system being overloaded with children who need specialized placements, the Families First Law reduced the reimbursement we receive for these placements.

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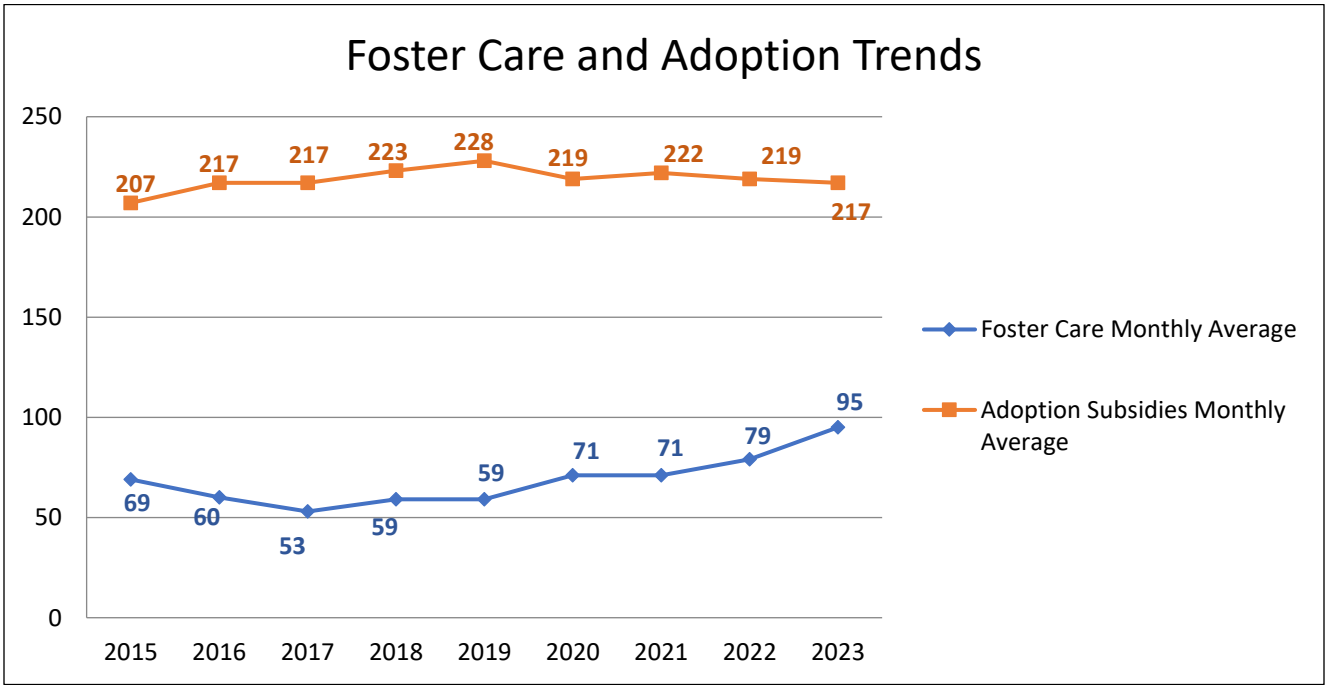
Whenever children are placed in DSS custody, efforts must be made to reunify them with their parents or other family members. If they cannot be reunified, efforts must be made to achieve another permanency option as soon as possible and after no longer than 15 out of 22 months in foster care. This can be achieved through the termination or surrender of parental rights and adoption, or through a permanent custody or guardianship arrangement with another related adult. When children are freed for adoption, the assigned caseworker facilitates the completion of adoption paperwork with the adoptive parents, their attorneys, and the Surrogate Court.

Annual stats	2021	2022	2023
Children Leaving Foster Care	64	41	60
Permanency Reports filed for children in out of home placement	186	224	206
Extension of Placement petitions (JD and PINS youths)	0	0	0
Termination of Parental Rights petitions	13	6	27
Surrenders accepted from parents	10	25	16
Children reunited with parent	9	17	12
Children placed permanently/released with another parent or relative	7	4	11
Children adopted	16	5	20
Children Aged Out to Independence	1	1	1
Adoption subsidies (annual cost)	$1,968,938	$2,450,000	$3,310,530



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CHILD PROTECTIVE SERVICES (CPS)

Description

CPS reports are received locally from the State Central Registry (SCR) through the Connections computer system. The Department is required to assess the safety of all children in the household within 24 hours, which typically requires a face-to-face contact and assessment of the home. This service needs to be provided 24 hours a day, 365 days a year, which necessitates on-call staffing. The Department has 60 days to complete an investigation. If there is a preponderance of the evidence found to support the allegations of the report, then it is indicated. An indicated report will stay on file in the system until the youngest child in the household is 28 years of age. If there is no credible evidence to support the allegations in a report, then the report is designated unfounded, sealed, and retained for 10 years. The Department must assess risk and safety of all children named in a report and provide the least intrusive intervention, when necessary. This could include referrals to community services, opening a preventive services case voluntarily, or court intervention that could order services and/or removal of children from their homes. The Child Advocacy Center is used by any caseworker assigned to investigate a case requiring the Multi-Disciplinary Team (MDT) joint investigation of potential abuse.

Annual Update

Cortland County has a history of being one of the highest counties for CPS reports per 1,000 children. In 2020, we were the 7th highest in the state at 78.1/1,000 children. In 2021, we were ranked 6th at 85.8/1,000 and 2022, we were ranked 3rd at 88.5/1,000. Due to the high number of reports and an on-going challenge with caseworker vacancies and leaves of absence, our workers received many more reports than recommended. The State recommended number of new reports assigned to a worker each month is 6, with no more than 15 cases open at any given time. With the continuous turnover of staff and training that takes 3-4 months, many caseworkers exceeded this recommended caseload for most of the year.

	2021	**2022**	**2023**
Total CPS Reports (annual)	1,099	1,130	1,065
Consolidated Subsequent Reports of total (annual)	166	179	169
Reports involving substance abuse	295	260	237
Overdue Reports (monthly average)	31%	32%	43%
Percentage of workers with more than 15 open reports each month	56%	37%	41%
New reports per worker (monthly average)	10	10	9

We have utilized a part-time on-site contractual Behavioral Health Specialist to work with our caseworkers for all of 2023. This support has been instrumental in helping us offer substance abuse and mental health screening and service linkages to adults in their homes when we are trying to work with parents to reduce risk to children. Court intervention is always a last resort after referrals to community services and voluntary preventive services are ruled out when children are at high risk of harm. There are three main outcomes from neglect and abuse petitions. They are court ordered

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preventive services with or without orders of protection against an adult on behalf of children, placement of children in foster care, and placement of children with another parent or relative.

Annual Petition Totals	2021	2022	2023
New Petitions for Services	14	19	13
New Petitions for Out of Home Placement (foster care or relative)	47	48	31

COORDINATED CHILDREN'S SERVICES INITIATIVE (CCSI)

Description

The Coordinated Children's Services Initiative (CCSI) is intended to be a six to eight-month process of assessment, wraparound meetings, and evaluation that is used to assist families and youths in overcoming multiple system needs to prevent out of home placements. A parent partner is assigned and available to work alongside a family 24/7 to help them address immediate needs, offer support, provide a family voice, identify family strengths and concerns, and to help them navigate the various services available. CCSI has found much of their work to be targeted towards an ever-expanding population of children who are not attending school, dealing with complex trauma, and who have significant mental health concerns and substance use disorders. Wraparound meetings are held with the family, service providers and natural supports to develop action plans to keep youth safe and in the community.

Annual Updates

CCSI services were implemented in 2011 and have existed in partnership with Catholic Charities for contract parent partners since that time. The program served 32 families and held 95 wraparound meetings in 2023. This was quite the jump from 2022 and is attributed to increased complexity of the caseload. Tremendous success has been found with this program as evidenced by the following data.

Outcomes	2021	2022	2023
Out of home placements diverted	16	11	8
Number of youths placed out of home	4	3	3
Successfully discharged youths	16	11	12

An important component of the CCSI program is the monthly community partner meetings, called Systems of Care that focus on collaboration and addressing service gaps. In 2023, this group worked on the following priority goals:

1. The group continues to work on streamlining the complex care meetings that have become a more frequent occurrence in our community. The increase in complex care meetings also comes from a shift in the delivery of juvenile justice responses to a more community-centered and less punitive

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response for our youth. Complex care meetings are intended to be a community collaborative approach to address potential unmet needs of youths with cross systems needs. In streamlining the meetings, the group is working to ensure every agency working with a youth is present, and every potential agency or system that could assist the family and youth also be present to contribute their assistance.

2. The group is working with Cortland area agencies to better streamline the Office of Mental Health Respite process which can be cumbersome for families trying to access these services.

ADULT PROTECTIVE SERVICES AND LONG-TERM CARE

Description

Reports for Adult Protective Service (APS) are received and accepted locally based on three criteria: reduced capacity for self-care, risk of harm/unmet essential needs, and no one else willing and able to assist. Cases are investigated for up to 60 days at which time they are closed or open for on-going monthly contacts. There are limited court interventions that can be taken in serious high-risk situations where an adult is in imminent danger, is unwilling or unable to accept essential services and competency is in question. These actions include court orders that grant DSS access to a home with law enforcement, orders to have an individual involuntarily taken for a medical evaluation, and orders that appoint a guardian for an adult's personal or property decisions. Additionally, APS works with individuals on a day-to-day basis to manage money and resolve situations such as homelessness and utility shut offs. They also assess and authorize various in-home Medicaid service supports for those with medical needs.

Annual Updates

There was a slight decline in the number of Adult Protective referrals received annually. In 2023, there were 124 referrals and 68, or 55%, were deemed to meet criteria for a full investigation. This is a decrease of 26% over 2022 in cases opened. Of the cases involving neglect by others, financial exploitation continues to be the most common form of neglect. To help us better investigate and assist with financial exploitation situations, we continued to participate in an enhanced multi-disciplinary team (E-MDT) under the leadership of the non-profit Vera House funded by the NYS Office for Aging. Two financial exploitation cases were referred to the E-MDT in 2023.

Community collaboration continues to be the most effective strategy for serving adults with complex needs. Regular monthly meetings with the local hospital, County Mental Health Clinic, Office for Aging, Access to Independence and others provide a platform to strategize how to best meet the needs of the most difficult to serve individuals.

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Statistics	2021	2022	2023
Adult Protective Referrals in year	149	144	124
Adult Protective Investigations opened in year	116	92	68
On-going Protective Cases (monthly average)	4	9	3
Number of Court Interventions involving DSS in year	2	0	4
Guardianship cases in year	1	1	1

Adult Services work includes financial management services for clients who cannot manage their own finances. The Social Security Administration appoints our department as representative payee when an individual has no one else willing and able to do so. Caseworkers assist clients in becoming more financially independent when appropriate. This unit also provides homeless, utility shut-off, domestic violence, and general intake assessments. This year the unit developed closer work with the Temporary Assistance unit utilizing a caseworker in the Adult Services unit to make weekly contacts with individuals being housed in emergency housing at local motels. The goal is to support individuals with compliance and assist them with finding permanent housing.

Statistics	2021	2022	2023
Number of Financial Management Cases (mos. ave.)	199	192	174
Number homeless assessments (annual)	323	461	524
Number domestic violence waiver assessments	31	28	36
Utility shut offs addressed	2	1	0
Under 21 Referrals TA applicants	36	39	35

Long term care services involve various types of Medicaid funded in-home aide and supportive services that are authorized after a doctor verifies a need, and a caseworker and nurse assess the person's level of need for services. There are many complicated ways individuals qualify for these services involving both fee-for-service and managed care systems. The State Department of Health (DOH) created the New York Independent Assessor (NYIA) program last year. This program was established to conduct the Community Health Assessment (CHA) to determine eligibility for Community Based Long Term Support Services (CBLTSS) and Medicaid Long Term Care (MLTC) Plan enrollment options for Medicaid consumers.

Average Cases per Month	2021	2022	2023
Number of Long-Term Care Cases	39	37	42
Number of Consumer Directed Cases	35	34	42
Number of PERS (personal response devices)	14	13	12

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FISCAL REPORT for 2023

EXPENDITURE ACCOUNT DESCRIPTIONS

Administration: Salaries, Fringe Benefits, Equipment, Contractual

Daycare: This category reflects subsidies for families eligible for low-income daycare, families in receipt of public assistance and families transitioning off public assistance.

Services for Recipients: This category reflects services purchased for recipients of child protective services, foster care, mandated preventive services, domestic violence services, and adult protective services.

Medical Assistance: This category reflects any Medicaid related costs paid directly by our department such as health insurance premiums paid on behalf of eligible Medicaid recipients.

MMIS: This stands for the Medicaid Management and Information System. Expenditures from this category are billed to us by the State and cover the various community services billable to Medicaid as defined by the State. Only the local share of Medicaid is reflected in this account. Beginning in 2006, expenditures from this category were capped at set weekly rates to cover the total local Medicaid costs for this MMIS account and the Medical Assistance account. The cap amount increased by approximately 3% each year until 2013 when the methodology changed, and the increase was only 2%. In 2014, the increase was 1% and thereafter the increase was set at 0%. The weekly share amounts were then reduced over years due to enhanced federal funding for certain single adult populations related to the Affordable Care Act (ACA) provisions, and more recently due to enhanced federal pandemic money. In 2023 the state ended reductions due to enhanced pandemic money and began a phase-out of the ACA federal reductions.

Family Assistance: This category reflects any expenditure made for families who are eligible for Family Assistance cash benefits including emergency benefits and employment services. It also reflects any expenditure made for families in receipt of mandated preventive services and/or foster care services that meet eligibility criteria for EAF (Emergency Aid to Families).

Child Care: This category reflects any expenditure made for children in foster care who qualify for federal Title IVE funding, and for those children who are placed due to neglect or a voluntary instrument who do not qualify for any federal Title IVE or EAF funding. The costs for all children receiving an adoption subsidy are included in this account. Also, in this category, are the room and board costs for any children placed in a residential facility by school districts through the CSE (Committee on Special Education) and the tuition costs of children placed in the Office of Mental Health Residential Treatment facilities.

Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

Juvenile Delinquent: This category reflects any expenditure made for children in foster care who are adjudicated a PINS or JD and who are not eligible for federal Title IVE or EAF funding. This category also contains the expenditures made for any child placed in a non-secure detention facility.

State Training: This category reflects the local share of costs for children placed in the custody of the New York State Office of Children and Family Services and placed at state operated facilities. These are children who have been adjudicated with serious JD offenses. It also reflects costs of youths placed in secure detention.

Safety Net: This category of cash assistance reflects any expenditure made for childless adults or families who have exhausted their 60-month time limit for Family Assistance who qualify for the state operated Safety Net cash assistance program. It includes emergency services for those who qualify.

HEAP: This is the Home Energy Assistance Program. It reflects any expenditure made for eligible applicants who qualify for a renter's benefit when heat is included in rent.

Emergency Aid to Adults: This category of assistance reflects expenditures made for those SSI recipients who qualify for an emergency benefit such as a utility shut-off or eviction.

Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

2023 REVENUE DISTRIBUTION

Federal Share	$7,845,860	24.2%
State Share	$6,986,504	21.5%
County Share	$16,641,053	51.2%
Local Revenue/Repayments	$1,009,584	3.1%
Total	**$32,483,001**	**100.0%**

2023 COSTS BY ACCOUNT

ADMINISTRATION		
Administrative Costs		$9,192,187
Special Allocations		
Non-Residential Domestic Violence		25,000
Behavioral Health		35,867
Rental Supplement Program		44,479
Code Blue		249,864
Total special allocation 3xpenditures		$355,210
Total Administration		**$9,547,397**
PROGRAM ACCOUNTS		
Family Assistance		$3,271,339
Cash Assistance	$1,239,840	
Foster Care	$1,689,636	
Preventive Services	$341,863	
Safety Net		$2,770,656
Emergency Aid to Adults		$4,010
Juvenile Delinquent Care		$21,388
State Training Schools (OCFS)		$37,656
Child Care		$5,174,827
Foster Care	$1,560,480	
Adoption Subsidies	$3,310,530	
Raise the Age	$0	
CSE & RTF	$303,817	
Medical Assistance		$0
MMIS		$9,375,085
Services for Recipients		$1,028,577
Services for Recipients	$1,028,577	
Raise the Age	$0	
Home Energy Assistance Program		$27,386
Daycare		$1,224,680
Total Program		**$22,935,604**
TOTAL 2023 EXPENDITURES		**$32,483,001**

Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

2023 Annual Report
Financial Account Highlights

Summary of 2023 Budget

	2023 Budget	2023 Actual	Difference
Expenditures	$33,037,072	$32,483,001	($554,071)
Revenue	$16,396,019	$15,841,947	($554,071)
County Share	$16,641,053	$16,641,053	$0

Summary of Expenditures

Administrative Accounts

	Original Budget	Actual	Difference	Estimated Local Share	Significant Highlights
Salaries	$5,978,570	$5,670,777	($307,793)	$1,452,460 26%	• Many vacancies • Regrading of some CSEA titles
Fringe	$2,679,654	$2,300,913	($378,741)	$598,237 26%	• All fringe costs were lower than budgeted
Equipment	$6,600	$10,172	$3,572	$2,645 26%	• 2 new printers purchased • 12 new computers purchased • 2 iPads purchased
Contractual	$1,524,720	$1,315,671	($209,049)	$342,074 26%	• Some expenses were much less than expected: Malpractice Insurance, Car repairs, RSP, ACL grant
Code Blue	$195,000	$249,864	$54,864	$0	• We continue to receive 100% reimbursement

Raise the Age (Not included in Program Accounts)

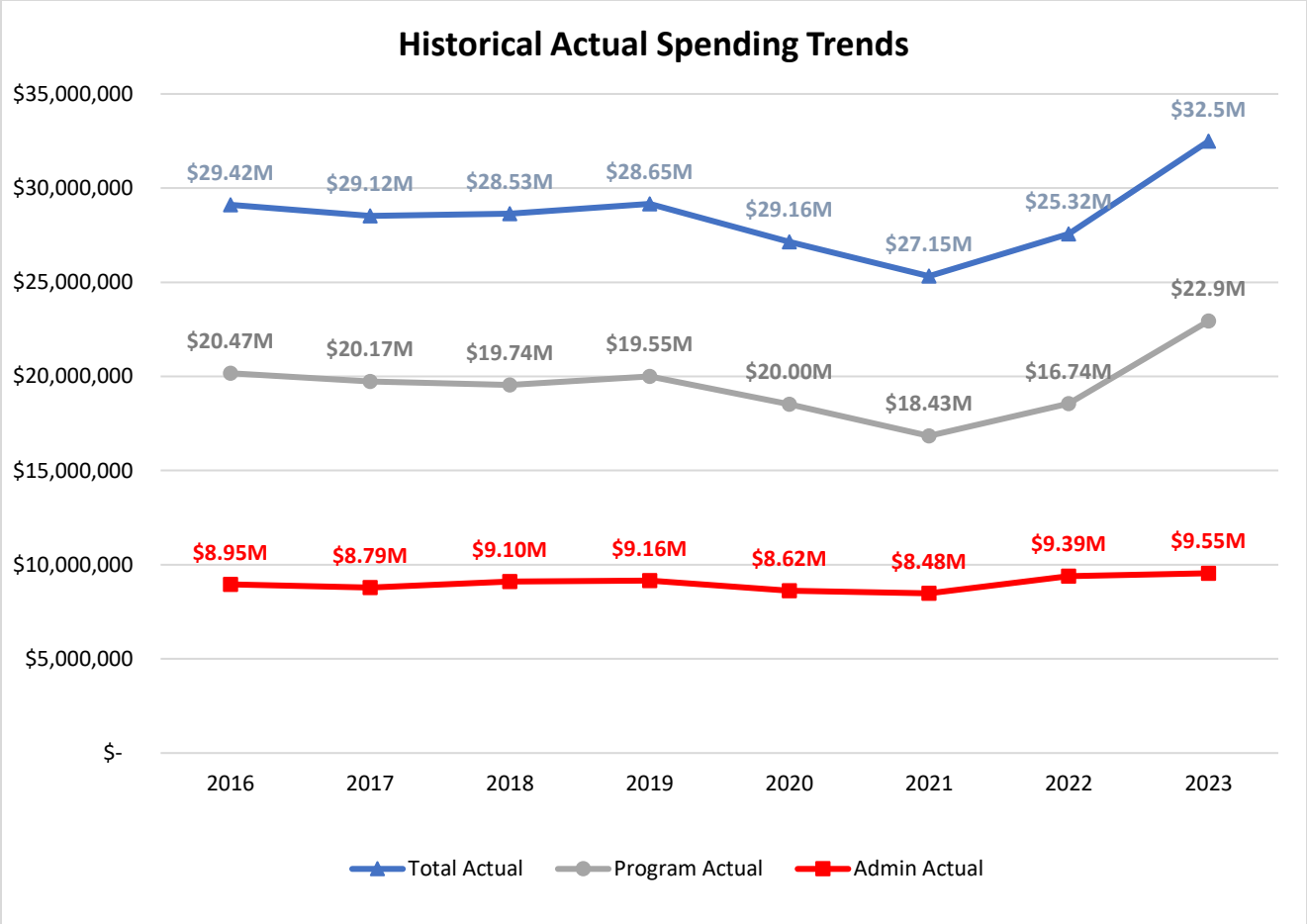
	Original Budget	Actual	Difference	Estimated Local Share	Significant Highlights
Raise the Age	$792,000	$0	($792,000)	$0	• We did not have any RtA youth in 2023

Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

Program Accounts

	Original Budget	Actual	Difference	Estimated Local Share	Significant Highlights
Daycare	$652,000	$1,224,680	$572,680	$53,422 4%	• Income levels increased • 12 mo guarantee
Services for Recipients	$1,102,212 w/o RtA	$1,028,577	($73,635)	$321,981 31%	• Slight shift in case eligibility to EAF
MMIS Medicaid	$9,209,785	$9,375,085	$165,300	$9,375,085 100%	• This is all local share. • 53 weeks paid in 2023. • Federal enhanced money taken away
Medical Assistance	$0	$0	($0)	($45,547) 0%	• Local share shows as negative due to recoveries that we receive and return to State/Federal
Family Assistance	$3,156,585	$3,271,339	$114,754	$1,336,130 40%	• Foster Care costs increased with higher level placement costs. • Preventive costs shifted back to this account from Services for Recipients • TA caseload increased
Child Care	$5,375,746 w/o RTA	$5,174,827	($200,919)	$1,321,405 26%	• Foster care costs for higher level care facilities remained constant. • 1 RTF placement, 2 kids in CSE • Increase in MSAR rates
Juvenile Delinquent Care	$66,000	$21,388	($44,612)	$21,126 10%	• Transportation and secure detention placement
State Training	$60,000	$37,656	($22,344)	$37,656 100%	• We had 1 youth placed in secure detention for 2 months in 2021
Safety Net	$2,183,200	$2,770,656	$587,456	$1,810,982 65%	• Local share was reduced due to SSI Repayments • Caseload continues to rise • Temporary housing costs doubled and continue to rise
HEAP	$35,000	$27,386	($7,614)	$0	• No local share (Prior yr. rev makes up difference)
Emergency Aid to Adults	$20,000	$4,010	($15,990)	$2,003 50%	• SSI emergencies fluctuate every year

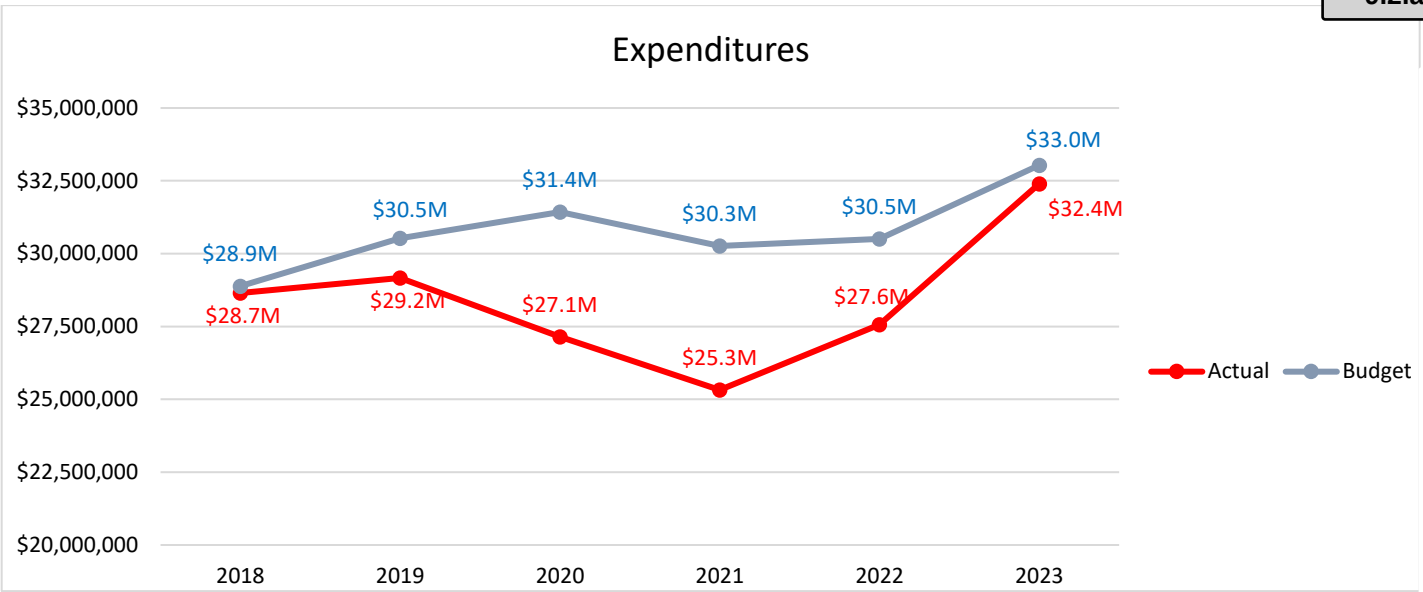
Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

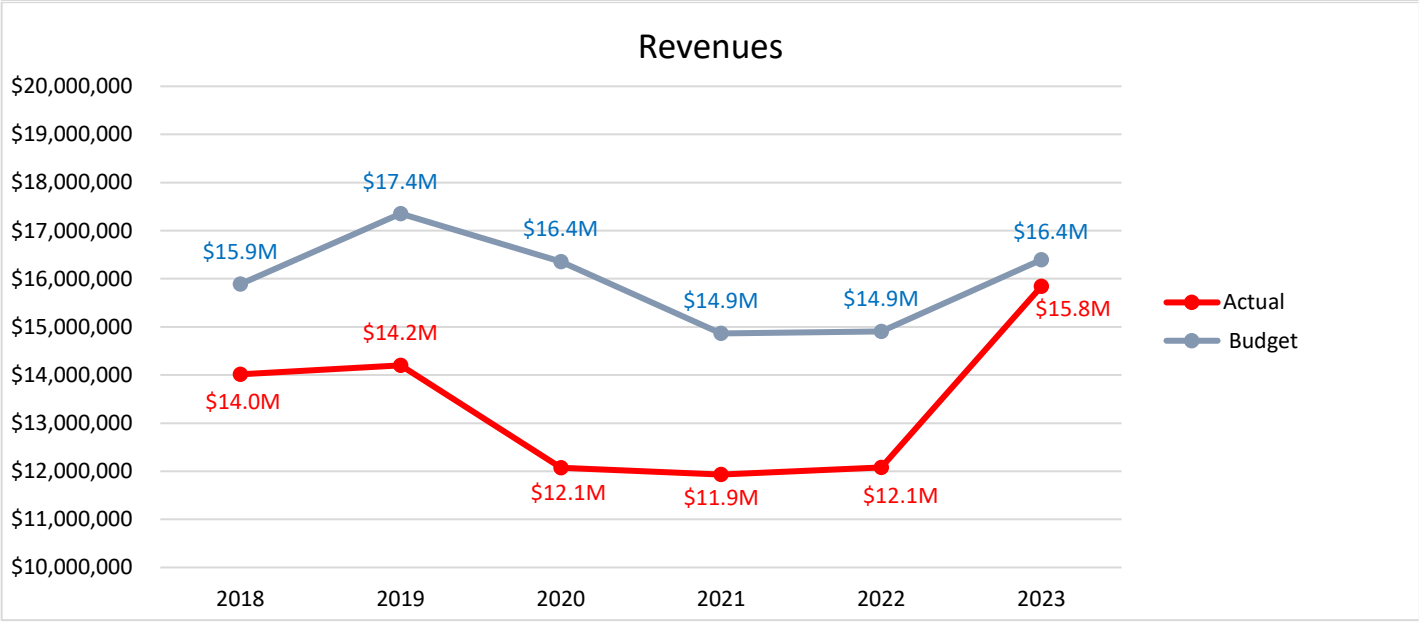


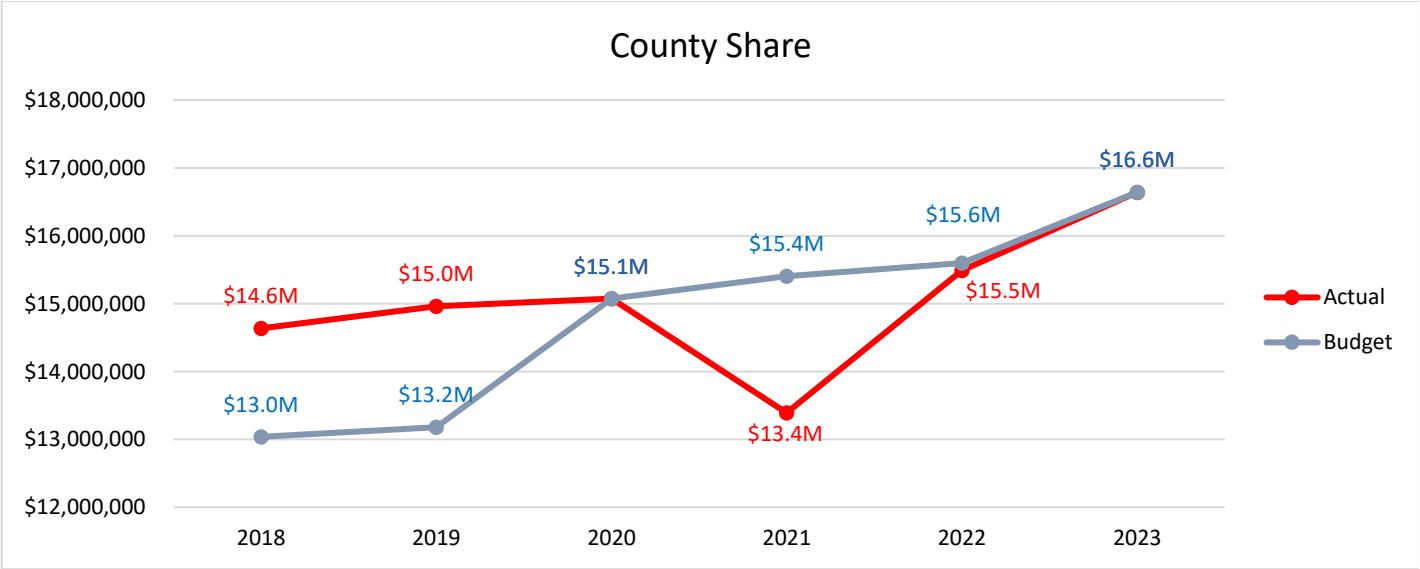
2023 Budget Summary Notes

- Expenditures were up, but still under budget in 2023. This is primarily due to lower than anticipated administrative costs, no Raise the Age costs, and despite increased Medicaid, Safety Net, foster care, daycare, and adoption costs.
- Expenses are growing in areas with capped, reduced or no revenue.
- We changed how we recognize child welfare revenue that is advanced to us and then reconciled a year or more later. This money is being placed in a deferred revenue account rather than being recognized as cash when it is received. This allows us to recognize it after the State confirms final amounts owed to us. Due to underspending and county share savings, we have been able to accumulate savings in this account that will help when expenditures increase in future years due to state policy shifts.

Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)







Attachment: DSS Annual Report 2023 (2) (12180 : Department of Social Services 2023 Annual Report)

Memo

To: All concerned

From: Dom (LD6)

Topic: The Airfield Solar Project

I'll try to do 2 things here, one is to breakdown the information from the slides provided to B&G by Abundant Solar, with the goal of providing a better understanding of the terms and the math. Let me know if you have any questions. Please see the information below*.

The other thing I wanted to do is let everyone know that this all governed by NYSERDA and here is a screenshot from their website:

New York State Solar Guidebook

The Solar Guidebook contains information, tools, and step-by-step instructions to support local governments managing solar energy development in their communities. The Guidebook's chapters cover a variety of solar energy topics including, the permitting process, property taxes, model solar energy law and more.

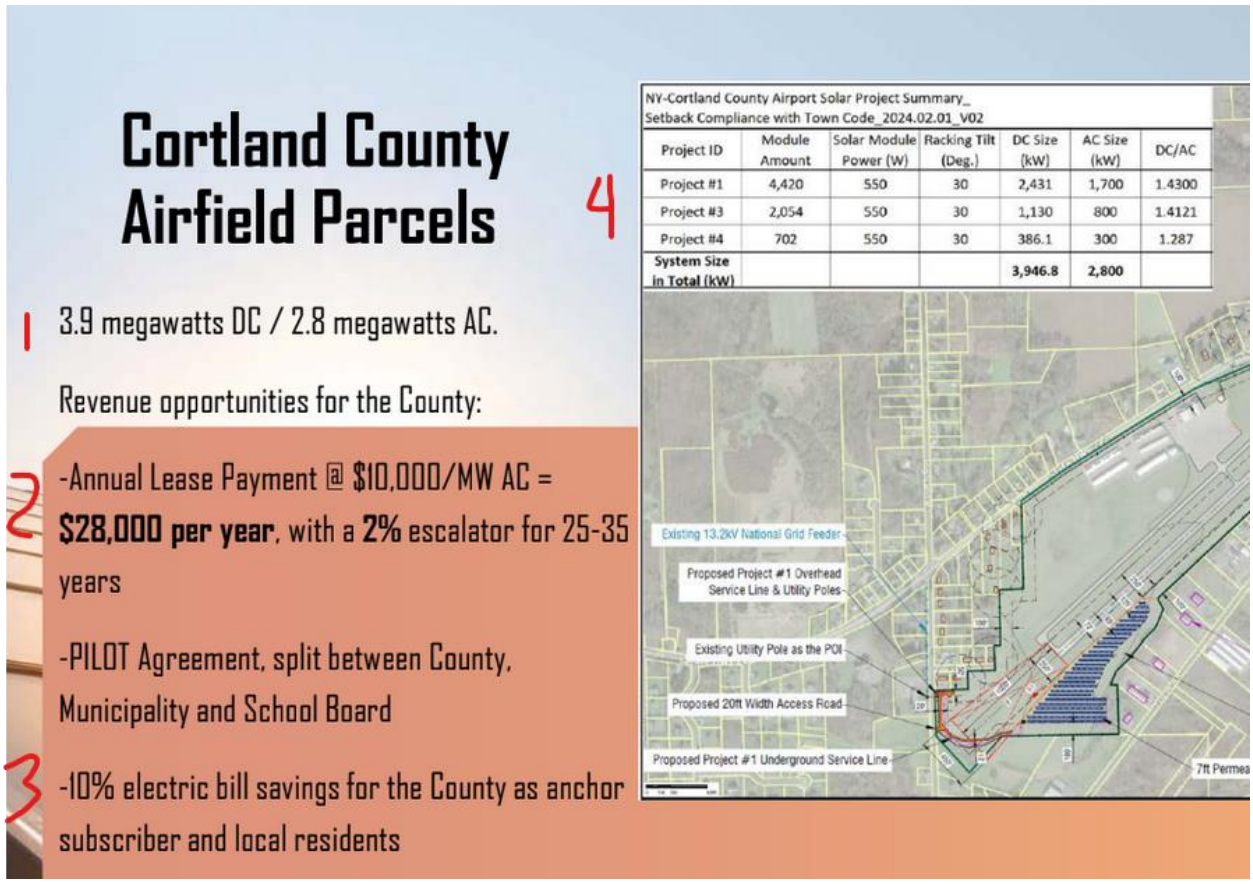
You can download the full Solar Guidebook [PDF] or access individual chapters below.

- Solar Basics
- Solar Permitting and Inspecting
- Roof Top Access and Ventilation
- State Environmental Quality Review (SEQR) for Solar
- New York State's Real Property Tax Law § 487
- Solar Payment-in-Lieu-of-Taxes (PILOT)
- Solar Installations on Agricultural Lands
- Landowner Considerations for Solar Land Leases
- Decommissioning Solar Panel Systems
- Model Solar Energy Local Law

Here is the link: https://www.nyserda.ny.gov/All-Programs/Clean-Energy-Siting-Resources/Solar-Guidebook

Attachment: Airport Solar Synopsis - Mantella (87-24 : Local Law 4 of 2024 - to Enter into a Lease of County-Owned Real Property)

*Here is the info breakdown from the slides:



#1 + 4. The 3.9 megawatts are calculated this way:

Project #	The wattage of the solar panel	# of panels	Total watts	Convert to kilowatts/1000
1	550	4420	2431000	2431
3	550	2054	1129700	1129.7
4	550	702	386100	386.1
		Sum	***3946800***	***3946.8***
			kW/1000 to get	MW
				3.9468

The **AC power** is given at **2.8MW** because of losses for the DC-to-AC conversion and other losses such as long wire runs. The ratio DC/AC is 1.39 and it could be as high as 1.5.

#2. Revenue from their rate calculation:

$10k/MW * AC	CC money

Attachment: Airport Solar Synopsis - Mantella (87-24 : Local Law 4 of 2024 - to Enter into a Lease of County-Owned Real Property)

$10k/MW *2.8 =	$28,000.00

Here is a chart for what the 2% escalator looks like for 10 years:

Year	Base	2% escalator increase	Sum
0	$28,000.00	0	$28,000.00
1	$28,000.00	$560.00	$28,560.00
2	$28,560.00	$571.20	$29,131.20
3	$29,131.20	$582.62	$29,713.82
4	$29,713.82	$594.28	$30,308.10
5	$30,308.10	$606.16	$30,914.26
6	$30,914.26	$618.29	$31,532.55
7	$31,532.55	$630.65	$32,163.20
8	$32,163.20	$643.26	$32,806.46
9	$32,806.46	$656.13	$33,462.59
10	$33,462.59	$669.25	$34,131.84

#3 They state a 10% rate cut for the county as an anchor subscriber. I have no idea what the county's electric bill looks like, but I'd like to.

Attachment: Airport Solar Synopsis - Mantella (87-24 : Local Law 4 of 2024 - to Enter into a Lease of County-Owned Real Property)

Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☑ Create

Position Name (s): Create ~~Assistant~~ Deputy Director of Weights and Measure **Abolish** _____

Bargaining Unit: Management

Purpose and Background:

Provide a means for succession planning for ne wDirector of Weights and Measures after I retire. This would allow for a candidate that does not meet all the requirements that New York State Agriculture and Markets requires to gain the experience requirement that would make them eligible.

Fiscal Impact: ☑ County Funded 100 % ☐ Grant Funded ____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade ____ Salary Range $_____

Requested Grade/Salary of Position: Grade 12 Salary Range $ 49,781 to $66,258

Annual Increase: $ 49781-66258 County Share: $ tbd # of Positions Affected: 1

Goals:

Provide a smooth transition with no lapse of coverage for the County.

Operational Impact:

Budget increase for 2024 would be up to ~~$54,000~~ $55,000 including fringes

Requested By: Wesley L. Foley — Signature of Requesting Department Head — 4/2/2024 — Date

Personnel Officer Approval: Laurie Lenard — Signature of Personnel Officer — 4/2/2024 — Date

County Administrator Budget Impact Statement:

County Administrator Approval: [signature] — Signature of County Administrator — 4/5/2024 — Date

Statutory Committee Approval _____ — Signature of Committee Chair after Committee Vote — _____ — Date

Attachment: Deputy Weights and Measures Personnel Justication Form (12150 : Create Deputy Director of Weights & Measures - Personnel

Cortland County
Administrative Policy Manual

Whistleblower Protection Policy

Policy/Procedure Number: 01.016

Modified Date (s): 4/1/2015

Resolution No.: *104-15*

Effective Date:

Next Review:

Objective: This policy is intended to encourage and enable employees and others to raise serious concerns internally so that Cortland County can address and correct improper actions.

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

Legislative Policy Statement: This policy is intended to support the reporting of suspected illegal activities or other improper actions and to protect officers and employees from retaliation who, in good faith, have reported a concern of improper governmental action.

Responsible Department: County Attorney; Personnel; County Administrator; County Auditor

General Information:

I. Definitions:

Good faith: Good faith is evident when a report is made without malice or consideration of personal benefit and the whistleblower has a reasonable basis to believe that the report is true and reasonably believes that it constitutes a potential improper action.

Whistleblower: An individual who in good faith makes a report of suspected improper action concerning official business of the County.

Employee: All staff, officers and legislators employed at Cortland County whether full-time, part-time, employed pursuant to contract, employees on probation, and temporary employees.

Improper action: Examples of an improper action include but are not limited to fraud, including misappropriation of assets and fraudulent financial reporting, violations of laws or regulations, and violations of the Cortland County Code of Ethics or other County policies.

Attachment: 01.016_WhistleblowerPolicy - Draft (90-24 : Adopt Amended County Whistleblower Protection Policy)

II. Policy:

It is the responsibility of all board members, officers, legislators, employees and volunteers to report concerns about suspected violations of Cortland County's code of ethics, suspected violations of laws or regulations that govern Cortland County's operations, or suspicion of any other improper actions.

It is contrary to the values of Cortland County for anyone to retaliate against any board member, officer, department head, legislator, employee or volunteer who in good faith reports a suspected ethics violation, a suspected violation of law such as a complaint of discrimination, suspected fraud, a suspected violation of any regulation governing the operations of Cortland County, or suspicion of any other improper action. An employee who retaliates against someone who has reported a suspected violation or other improper action in good faith is subject to discipline up to and including termination of employment. A legislator who retaliates against someone who has reported a suspected violation or other improper action in good faith will be subject to discipline by the Legislative Chair or Legislative Committee Chair as deemed necessary and prudent.

III. Procedure:

Cortland County has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Personnel Director. Additionally, if you are not comfortable speaking with your supervisor or the Personnel Director, you may also report to the County Administrator or County Attorney. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, department head, the Personnel Director, County Administrator, or the County Attorney.

Supervisors and department heads are required to report complaints or concerns about suspected ethical and legal violations in writing to the Cortland County Attorney within two business days. For complaints or concerns regarding accounting matters, internal controls or alleged financial improprieties, supervisors and department heads shall report in writing to the County Auditor within two business days.

The County Attorney is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The County Attorney will advise the Personnel Director, County Administrator, the relevant Legislative Committee Chair(s), and the Legislative Chair of all complaints and their resolution.

Attachment: 01.016_WhistleblowerPolicy - Draft (90-24 : Adopt Amended County Whistleblower Protection Policy)

The County Auditor is responsible for investigating reported compliance activity relating to accounting matters or alleged financial improprieties. The County Auditor shall immediately notify the Finance & Administration Committee Chair, the Legislative Chair, the County Administrator, and the Director of Finance of any concerns or complaints regarding municipal accounting practices, internal controls, auditing, or alleged financial improprieties and advise the Finance & Administration Committee of all matters and their resolution.

Anyone filing a written complaint concerning a suspected violation or other improper action must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Reports of suspected violations or other improper actions may be submitted on a confidential basis by the whistleblower. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The officer investigating a matter will notify the whistleblower and acknowledge receipt of the reported suspected violation or other improper action. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Attachment: 01.016_WhistleblowerPolicy - Draft (90-24 : Adopt Amended County Whistleblower Protection Policy)

Cortland County
Administrative Policy Manual

Whistleblower Protection Policy

Policy/Procedure Number: 01.016 **Modified Date (s):** 4/1/2015

Resolution No.: *104-15* **Effective Date:**
Next Review:

Objective: This policy is intended to encourage and enable employees and others to raise serious concerns internally so that Cortland County can address and correct ~~inappropriate~~improper ~~conduct and~~ actions.

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

Legislative Policy Statement: This policy is intended to support the reporting of suspected illegal activities or other improper actions and to protect officers and employees from retaliation who, in good faith, have reported a concern of improper governmental action.

Responsible Department: County Attorney; Personnel; County Administrator; County Auditor

General Information:

I. Definitions:

Good faith: Good faith is evident when a report is made without malice or consideration of personal benefit and the whistleblower has a reasonable basis to believe that the report is true and reasonably believes that it constitutes a potential improper action.

Whistleblower: An individual who in good faith makes a report of suspected improper action concerning official business of the County.

Employee: All staff, officers and legislators employed at Cortland County whether full-time, part-time, employed pursuant to contract, employees on probation, and temporary employees.

Improper action: Examples of improper action include but are not limited to fraud, including misappropriation of assets and fraudulent financial reporting, violations of laws or regulations, and violations of the Cortland County Code of Ethics or other County policies.

Attachment: 01.016_WhistleblowerPolicy - Draft w changes (90-24 : Adopt Amended County Whistleblower Protection Policy)

II. Policy:

~~This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Cortland County can address and correct inappropriate conduct and actions.~~ It is the responsibility of all board members, officers, legislators, employees and volunteers to report concerns about suspected violations of Cortland County's code of ethics, ~~or~~ suspected violations of laws or regulations that govern Cortland County's operations, or suspicion of any other improper actions.

It is contrary to the values of Cortland County for anyone to retaliate against any board member, officer, department head, legislator, employee or volunteer who in good faith reports a suspected ethics violation, ~~or~~ a suspected violation of law~~,~~ such as a complaint of discrimination, ~~or~~ suspected fraud, ~~or~~a suspected violation of any regulation governing the operations of Cortland County, or suspicion of any other improper action. An employee who retaliates against someone who has reported a suspected violation or other improper action in good faith is subject to discipline up to and including termination of employment. A ~~volunteer or~~ legislator who retaliates against someone who has reported a suspected violation or other improper action in good faith will be subject to discipline~~may be subject to further action~~ by the ~~appropriate Department Head,~~ Legislative Chair or Legislative Committee Chair as deemed necessary and prudent.

III. Procedure:

Cortland County has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Personnel Director. Additionally, if you are not comfortable speaking with your supervisor or the Personnel Director, you may also report to the County Administrator or County Attorney. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, department head, ~~or~~ the Personnel Director County Administrator, or the County Attorney.

Supervisors and department heads are required to report complaints or concerns about suspected ethical and legal violations in writing to the Cortland County Attorney within two business days~~, who has the responsibility to investigate all reported complaints~~. For complaints or concerns regarding accounting matters, internal controls or alleged financial improprieties, supervisors and department heads shall report in writing to the County Auditor within two business days.

~~The Cortland County Attorney shall act as the Compliance Officer.~~ The ~~Compliance Officer~~County Attorney is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The ~~Compliance Officer~~County Attorney will advise the

Attachment: 01.016_WhistleblowerPolicy - Draft w changes (90-24 : Adopt Amended County Whistleblower Protection Policy)

Personnel Director, County Administrator, the relevant Legislative Committee Chair(s), and the Legislative Chair of all complaints and their resolution.

The County Auditor ~~and will report at least annually to the Budget & Finance Committee of the Legislature on~~is responsible for investigating reported compliance activity relating to accounting matters or alleged financial improprieties.

~~In the event that the County Attorney is unable to act as the Compliance Officer, whether based on conflict, unavailability or other circumstance, the Assistant County Attorney will assume the role as Compliance Officer.~~

~~Cortland County's Compliance Officer~~The County Auditor shall immediately notify the ~~Budget &~~ Finance & Administration Committee Chair, the Legislative Chair, the County Administrator, and the Director of Finance of any concerns or complaints regarding municipal accounting practices, internal controls, ~~or~~ auditing, or alleged financial improprieties and ~~work~~advise ~~with~~ the Finance & Administration Committee ~~until the~~of all matters ~~is resolved~~and their resolution.

Anyone filing a written complaint concerning a ~~violation or~~ suspected violation or other improper action must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Reports of~~Violations or~~ suspected violations or other improper actions may be submitted on a confidential basis by the whistleblower~~complainant~~. Reports ~~of violations or suspected violations~~ will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

~~Cortland County's Compliance Officer~~The officer investigating a matter will notify the whistleblower~~person who submitted a complaint~~ and acknowledge receipt of the reported ~~violation or~~ suspected violation or other improper action. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Attachment: 01.016_WhistleblowerPolicy - Draft w changes (90-24 : Adopt Amended County Whistleblower Protection Policy)

Personnel Change Justification Form

Requested Change: ☑ **Abolish/Create** ☐ **Reallocation** ☐ **Abolish** ☐ **Create**

Position Name (s): Create Human Resources Generalist (2) **Abolish** Personnel Technician (2)

Bargaining Unit: Management

Purpose and Background:

Change in titles only. Proposing this change in order to reflect current human resources job titles in the job market.

Fiscal Impact: ☑ County Funded 100 % ☐ Grant Funded ____ % Grant Exp. Date ____

Current Grade/Salary of Position: Grade 6H Salary Range $ 24.4262-32.5115/hr

Requested Grade/Salary of Position: Grade 6H Salary Range $ 24.4262-32.5115/hr

Annual Increase: $____ County Share: $____ # of Positions Affected: 2

Goals:

Make job titles more recognizable in the current job market.

Operational Impact:

None.

Requested By: [signature] 4-1-24

Signature of Requesting Department Head — Date

Personnel Officer Approval [signature] 4-1-24

Signature of Personnel Officer — Date

County Administrator Budget Impact Statement:

County Administrator Approval ____ ____

Signature of County Administrator — Date

Statutory Committee Approval ____ ____

Signature of Committee Chair after Committee Vote — Date

Attachment: Personnel Change Justification 4-24 (91-24 : Abolish Two Personnel Technicians and One Personnel Assistant/Create Two Human

Personnel Change Justification Form

Requested Change: ☑ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Human Resources Assistant **Abolish** Personnel Assistant

Bargaining Unit: Management

Purpose and Background:

Change in title only. Proposing this change in order to reflect current human resources job title in the job market.

Fiscal Impact: ☑ County Funded 100 % ☐ Grant Funded ____ % Grant Exp. Date ____

Current Grade/Salary of Position: Grade 4H Salary Range $ 21.1369-28.1333/hr

Requested Grade/Salary of Position: Grade 4H Salary Range $ 21.1369-28.1333/hr

Annual Increase: $____ County Share: $____ # of Positions Affected: 1

Goals:

Make job title more recognizable in the current job market.

Operational Impact:

None.

Requested By: Laurie Zeman — Signature of Requesting Department Head — 4-1-24 — Date

Personnel Officer Approval: Laurie Zeman — Signature of Personnel Officer — 4-1-24 — Date

County Administrator Budget Impact Statement:

County Administrator Approval ____ Signature of County Administrator ____ Date

Statutory Committee Approval ____ Signature of Committee Chair after Committee Vote ____ Date

Attachment: Personnel Change Justification 4-24 (91-24 : Abolish Two Personnel Technicians and One Personnel Assistant/Create Two Human

MetalCraft Marine

QUOTATION
ATTN: Lt. John Gallagher

April 15, 2024

Cortland County Sheriff's Office
54 Greenbush Street
Cortland, New York 13045

2024 METALCRAFT WELDED ALUMINUM 21' FIRST RESPONDER

STANDARD BASE BOAT FEATURES

- All 5083 marine grade aluminum construction
- ¼" bottom, 3/16" sides, 5 bar non-skid self-bailing deck
- Reinforced hull framing and bow grounding protection package
- Vee-bottom hull with outside reverse chines and directional strakes
- Square bow with p/s side storage lockers at bow
- One 32" dive/recovery doors Port side
- One (1) 80-gallon below-deck fuel tank
- Rub rails with integral safety/grab rails on both sides
- Teleflex hydraulic steering
- Six welded mooring cleats. Three per side
- Tow post, aft (Removable W/Pin)
- Center Console w/ Aluminum T-top
- Navigation lights, eight (8) gang breaker panel, horn, bilge pump and highwater alarm
- 2 Power Point (Cigarette lighter plug) and USB combo receptacle
- Two (2) white and red overhead dome lights
- Whelen 22"inch LED Lightbar
- Stryker Golight Roof Mounted Search Light
- Mercury 250HP Outboard W/25" inch shaft and 4"Smartcraft digital gauge display
- Ray53 VHF Radio & Antenna
- Raymarine Axiom 2 Pro 9" inch RVM Hybrid Touch Multifunction Displays with Integrated 1kw Sonar, Down Vision & Side vision
- Raymarine RVM-100 All-in-one Transom Mount Transducer, 8M cable
- Raymarine GA-200 GPS Antenna
- Raptor Guard on Gunwales & Deck (Light Grey)
- (4) LED Scene Lights On Roof

Attachment: New Boat Quote - 250 HP - Sheriff (94-24 : Approval to Purchase 2024 MetalCraft Alum 21' Fast Responder Boat-Sheriff's Office)

MetalCraft Marine

TRAILER

- Aluminum Tandem-axle bunk trailer, tongue jack, 2” coupler, rubber-mounted lighting, safety chains with snap hooks.

BASE BOAT AS WRITEN DELIVERY NOT INCLUDED	**$ 119,656.00**
SHIPPING:	**$ 2,000.00**
TOTAL:	**$ 121,656.00**

- Warranties

Hull	**10 Years**
Engine	**3 Years**
Electronics	**2 Years**
Trailer	**2 Years**

MetalCraft Marine US, Inc.
22620 Fisher Road
Watertown, New York
13601

Attachment: New Boat Quote - 250 HP - Sheriff (94-24 : Approval to Purchase 2024 MetalCraft Alum 21' Fast Responder Boat-Sheriff's Office)

Personnel Change Justification Form

Requested Change: ☑ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create GIS Planner Abolish Assistant Planner

Bargaining Unit: CSEA

Purpose and Background:

With a growing need for GIS services and the ability to help other departments with solving mapping and data issues as well has helping with important roles such as working with several Municipalities on updating Comprehensive Plans and Zoning Regulations. This position would help move the department forward in providing better services for the general public as well as municipalities. (The funding saved in 2024 alone will cover the position cost different for the next 3 years).

Fiscal Impact: ☑ County Funded 100 % ☐ Grant Funded ____ % Grant Exp. Date ____

Current Grade/Salary of Position: Grade 16 Salary Range $ 23.8479-30.1854/hr

Requested Grade/Salary of Position: Grade 19 Salary Range $ 26.4962-33.5375/hr

Annual Increase: $ 4,856 County Share: $ 4,856 # of Positions Affected: 1

Goals:

Help build capacity to create a mapping and data platform that will serve all the County residents, agencies, and municipalites. Help increase economic development with a new data platform. Help aid municipalites in updating local regulations and planning efforts.

Operational Impact:

This minor change would make a major positive impact on operational productivity and help provide more experienced resources to work on impactful projects for our community that are currently being identified through the Strategic Development Planning process.

Requested By: _____ Signature of Requesting Department Head — 4/3/24 Date

Personnel Officer Approval: _____ Signature of Personnel Officer — 4/4/24 Date

County Administrator Budget Impact Statement:

County Administrator Approval: _____ Signature of County Administrator — 4/4/2024 Date

Statutory Committee Approval: _____ Signature of Committee Chair after Committee Vote — _____ Date

Attachment: Planning Justification (97-24 : Abolish Assistant Planner/Create GIS Planner - Planning Department)