



**AGENDA**  
**HEALTH & HUMAN SERVICES COMMITTEE**  
**Thursday, April 9, 2020**  
**Live Streamed**

Link: <https://youtu.be/iTebDSiAxOU>

**CALL TO ORDER:** By Hon. Elane Daly, Chair

**MEMBERS:** Legislators Michael Didio, Tricia Kerr, Timothy Lattimore, Heidi Nightengale, Hans Pecher, and Charlie Ripley (Vice Chair)

**MINUTES TO APPROVE:** March 12, 2020

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Brenda Wiemann (Office for the Aging) –**

OFA remains operational M-F, 9-2. Staff rotate in office 1/day per wk and work from home remainder. Abandoned Boyle office temporarily. Answering a dozen or more calls a day. Maintaining current information for website.

Meals on Wheels program continues M-F for over 320 seniors, with 6 P/T and 2 F/T staff working daily. Some volunteers have stepped down, others filling in, thankfully! All are verbally screened for symptoms daily. No direct contact with clients – all meals left in a bag on the door and volunteer steps 6ft away before client opens door. A 10-day supply of food has been delivered to each participant in case of service disruption.

Health insurance counseling continues via phone and e-mail, multiple people enrolled in plans for 4/1. Still doing advocacy work for Medicare problems and counseling for 5/1 enrollments. NYConnects functioning well by phone, mail and e-mail.

Case managers call their clients weekly/as needed. Will start a “Friendly Call” service with volunteers soon to provide socialization for isolated seniors.

Staff assisting with county COVID efforts including helping with Hotline and contacting and delivering supplies to food pantries. Grateful for increased IT equipment and assistance!

**Kathleen Cuddy (Health) –**

COVID -19 response effort

**Ray Bizzari (Mental Health/Social Services) –**

**Mental Health**

- We remain open for new/crisis patients. Most visits are telephonic at this time. Therapists/prescribers rotate working from home/office. Visit volume only mildly affected. Patients responding well to changes. Nurses continue with injections.
- The telemedicine platform is rolling out as part of “next phase” change in operations.
- We stay in contact with contract agencies/providers to assist in any way we can. We are pushing out state aid funding as soon as it comes in.
- HEALING Communities grant work suspended due to Monika’s reassignment.

**DSS**

- Child Welfare staff working in field. No waiver on face to face visit requirement for preventive/foster care/CPS/adult protective. Foster care placements are stable. Adult Protective folks getting served pretty well.
- No detention availability for juvenile delinquents. Very few residential treatment centers accepting placements.
- Temporary Assistance staff rotate in building. They are unable to work remotely and we have to process cases to get benefits out. Many first time applicants are calling for help. It is heartbreaking to hear their stories.
- Accounting staff rotate as well so we can continue to pay all vendors/contract agencies. No work at home capability.
- Staff at both departments have been, and continue to be, dedicated, hard-working, creative and adaptable.

## **RESOLUTIONS:**

### **HEALTH:**

- 4-20-HH-1 Authorizing the Chairman of the Legislature and the Public Health Director to enter into an anticipated one year extension with NYSDOH for the Health Neighborhoods Program and accept funding associated with the extension when notified from the State.
- 4-20-HH-2 Authorizing the Public Health Director to create and fill a Supervising Billing Specialist position in the Health Department

### **HUMAN SERVICES:**

- 4-20-HH-3 Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Supervisor of Family Services position in the Department of Social Services.
- 4-20-HH-4 Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Sr. Social Welfare Examiner position and abolish a Clerk position in the Department of Social Services.
- 4-20-HH-5 Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill an Accountant position in the Department of Social Services due to a retirement.
- 4-20-HH-6 Authorizing the County Legislature to create and the Director of Community Services to fill a Case Supervisor Grade B (Permanency Specialist) position in the Children & Family Services Unit

### **ADJOURNMENT: Thursday, May 14, 2020**

IF YOU HAVE A DISABILITY AND NEED ACCOMMODATIONS, PLEASE CALL THE CLERK OF THE LEGISLATURE'S OFFICE AT 253-1308 AT LEAST 48 HOURS BEFORE THE SCHEDULED MEETING TO ADVISE WHAT ACCOMMODATIONS WILL BE NECESSARY.

RESOLUTION NO. \_\_\_\_\_

4/28/20 HD Healthy Neighborhoods 2020-2021

**Authorizing the Chairman of the Legislature and the Public Health Director to enter into an anticipated one year extension with NYSDOH for the Health Neighborhoods Program and accept funding associated with the extension when notified from the State.**

BY: Elane Daly, Chairman of the Health & Human Services Committee  
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the NYS Department of Health has anticipated awarding the Cayuga County Health Department a one year contract extension to participate in the 100% State funded Healthy Neighborhoods Program for the purpose of reducing risks within homes of disadvantaged individuals related to fire and injury, asthma, lead poisoning, and indoor air concerns; and

WHEREAS, the areas that have been targeted for this program were based upon the number of at-risk individuals living in poor quality housing that include the City of Auburn, the Town and Village of Moravia, and the Town of Locke; now, therefore, be it

RESOLVED, that the Chairman of the Legislature and the Public Health Director be authorized to enter into an anticipated one year contract extension with NYS DOH to participate in the 100% State funded Healthy Neighborhoods Program for the period of April 1, 2020 through March 31, 2021 for the total amount which is pending at the State level; and be it further

RESOLVED, that upon notification from the State the Health Department will notify the Cayuga County Treasurers office to make all necessary journal and accounting entries in the 2020 budget in the following manner:

Estimated Increase Appropriation Account #A40324 54000..... \$141,360.00  
Estimated Increase Revenue Account #A40320 43432.....\$141,360.00  
(This is an estimated amount based upon the last few yearly grant awards)

And be it also

RESOLVED, that the Public Health Director be authorized to enter into subcontracts with agencies/individuals in order to accomplish the goals of this grant.

**Health & Human Services Committee**

**Ways & Means Committee**

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Elane Daly, Chair

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Christopher Petrus, Chair

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Michael Didio

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Keith Batman

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Tricia Kerr

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Elane Daly

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Timothy Lattimore

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Andy Dennison

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Heidi Nightengale

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Ryan Foley

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Hans Pecher

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Benjamin Vitale

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Charlie Ripley

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Tucker Whitman

Co. Atty: \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_ (April 28, 2020) HD Create/Fill Supervising Billing Specialist**

**Authorizing the Public Health Director to create and fill a Supervising Billing Specialist position in the Health Department**

BY: Elane Daly, Chairman of the Health & Human Service Committee  
\_\_\_ Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Pre-School Special Education Program and the Early Intervention programs mandated by New York State are the most expensive programs administered and performed through the Health Department; and

WHEREAS, the Director of Public Health desires to create and fill one full-time public health supervising billing specialist position within the Public Health Department to appropriately redistribute work responsibilities and efficiently manage the Department; and

WHEREAS, the Civil Service Commission recently reviewed and approved the duties/classification of the full-time supervising billing specialist; and

WHEREAS, filling the full-time supervising billing specialist would provide the necessary supervisory billing oversight requirements for the high financial costs that are involved in the Early Intervention and 3-5 Education of the Physically Handicapped Children Programs and the complexity of the reimbursements associated with these programs; and

WHEREAS, the money for this position can be found currently in the Health Department budget, NOW, THEREFORE BE IT;

RESOLVED, the Public Health Director be authorized and directed to create and fill the supervising billing specialist at a grade 19 and a principal account clerk to be vacated in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga.

**Health & Human Services Committee**

**Ways & Means Committee**

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Elane Daly, Chair

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Christopher Petrus, Chair

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Michael Didio

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Keith Batman

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Tricia Kerr

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Hans Pecher

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Benjamin Vitale

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Charlie Ripley

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Tucker Whitman

Co. Atty.: RJG

## Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

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Date	4/1/2020
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Authorization To:	Create and Fill **
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**\*\* New Position Duties Statement (NPDS) - Short Form  
REQUIRED IF the title exists within the department**

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**\*\* New Position Duties Statement (NPDS) - Long Form  
REQUIRED IF the title does NOT exist within the department**

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Do you anticipate this request to result in fill-behinds?	No
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Cayuga County Department	Public Health
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Job Title Being Requested (Exact Civil Service Title)	Supervising Billing Specialist
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Position Status	Permanent
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Position Designation	Full-Time
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Budget Account Number	A40101 51000
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Is a position being abolished to create the new position?	No
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Is the salary of requested position in the current comp plan?	Yes
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Comp Plan Requested IS IN	CSEA
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CSEA Grade	19
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Probationary Salary Amount	45,972
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Step 4 Amount (CSEA)	\$51,547.00
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Starting Salary for Position Requested	45,972
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Justification for Salary Requested	Current salary for the grade as outlined in the CSEA contract.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	<p>The Pre-School Special Education Program and the Early Intervention programs mandated by New York State are the most expensive programs administered and performed through the Health Department.</p> <p>The Public Health Director desires to create and fill one full-time public health supervising billing specialist position within the Public Health Department to appropriately redistribute work responsibilities and efficiently manage the Department.</p> <p>Filling the full-time supervising billing specialist would provide the necessary supervisory billing oversight requirements for the high financial costs that are involved in the Early Intervention and 3-5 Education of the Physically Handicapped Children Programs and the complexity of the reimbursements associated with these programs.</p>
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	at least 36% through State Aid but potentially higher than that
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Health Department Budget.
Department Head	Kathleen Cuddy
Date	4/1/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Megan Bell
Title of Person Submitting on Behalf of	Principal Typist

Department or Agency  
Head

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(Section Break)

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LHLippoldt HR Approved 4/1/2020

RESOLUTION NO. \_\_\_\_\_ (3/24/20) HS Create & Fill Supervisor of Family Services

**Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Supervisor of Family Services position in the Department of Social Services.**

BY: Elane Daly, Chair of the Health & Human Service Committee  
Christopher Petrus, Chair of the Ways & Means Committee

WHEREAS, there is a need for a Supervisor of Family Services position in the Child Welfare Unit of Social Services; and

WHEREAS, this position is responsible for supervising Foster Care, Preventive, Permanency, Home-finding, 4E Eligibility, and Juvenile Justice Services in the Child Welfare Unit of Social Services; and

WHEREAS, a New Position Duties Statement submitted to the Cayuga County Civil Service Commission was reviewed, and the Commission determined that the job responsibilities are in line with the job duties of a Supervisor of Family Services in the competitive class, and classified it as such; and

WHEREAS, funding for the newly created Supervisor of Family Services position exists in the 2020 Department of Social Services budget with the savings from the vacant positions within the Department; now therefore be it

RESOLVED, that the Cayuga County Legislature authorizes the creation of a Supervisor of Family Services position (Grade 33 of the CSEA Bargaining Unit) in the Children and Family Services Unit of the Department of Social Services with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the Director of Community Services is hereby authorized to fill the Supervisor of Family Services position, and any fill behinds in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga; and be it further

RESOLVED, that any fill behinds that would result in newly hired staff will not occur until the COVID19 crisis is minimized, and the current DSS staff are working at full capacity within the County Office Building.

**Health & Human Services Committee**

**Ways & Means Committee**

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Elane Daly, Chair

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Christopher Petrus, Chair

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Michael Didio

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Keith Batman

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Tricia Kerr

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Elane Daly

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Timothy Lattimore

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Andy Dennison

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Heidi Nightengale

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Ryan Foley

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Hans Pecher

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Benjamin Vitale

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Charlie Ripley

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Tucker Whitman

Co. Atty: RJG



## Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	2/27/2020
Authorization To:	Create and Fill
<b>** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department</b>	
<b>** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department</b>	
Do you anticipate this request to result in fill-behinds?	Possibly
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Supervisor of Family Services
Position Control Number	N/A
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested Position Is Included In	CSEA
CSEA Grade	33
Probationary Salary Amount	\$63,501
Step 4 Amount (CSEA)	\$70,803
Starting Salary for Position Requested	\$63,501
Justification for Salary Requested	Probation rate set by CSEA contract

Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	This position is responsible for supervising Foster Care, Preventive, Permanency, Home-finding, 4E Eligibility, and Juvenile Justice Services in the Child Welfare Unit of Social Services.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	62%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Budgeted for in DSS budget
Department Head	Raymond Bizzari
Date	2/27/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

**HUMAN RESOURCES  
SECTION**

Signature LHLippoldt  
Approved

Date 2/28/2020

RESOLUTION NO. \_\_\_\_\_

4/28/20 HS Create & Fill Sr. Social Welfare Examiner

**Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Sr. Social Welfare Examiner position and abolish a Clerk position in the Department of Social Services.**

BY: Elane Daly, Chair of the Health & Human Service Committee  
Christopher Petrus, Chair of the Ways & Means Committee

WHEREAS, there is a need for a Sr. Social Welfare Examiner position in the Child Welfare Unit of Social Services; and

WHEREAS, this position is responsible for supervising the Human Services Examiner, as well as managing the 4E Eligibility Unit in order to maximize the reimbursement funding for 4E eligible cases in the Child Welfare Unit of Social Services; and

WHEREAS, a New Position Duties Statement submitted to the Cayuga County Civil Service Commission was reviewed, and the Commission determined that the job responsibilities are in line with the job duties of a Sr. Social Welfare Examiner in the competitive class, and classified it as such; and

WHEREAS, there is a Clerk (PC#2200) vacancy in the Department of Social Services due to a resignation effective 1/24/20; and

WHEREAS, funding for the newly created Sr. Social Welfare Examiner position off set in the 2020 Department of Social Services budget with the abolishing of the funded Clerk position; now therefore be it

RESOLVED, that the Cayuga County Legislature creates a Sr. Social Welfare Examiner position (Grade 17 of the CSEA Bargaining Unit) in the Children and Family Services Unit of the Department of Social Services with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the Director of Community Services fills the Sr. Social Welfare Examiner position, and any fill behinds in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga; and be if further

RESOLVED, that the vacant Clerk (PC#2200) position be abolished, and be it further

RESOLVED, that any fill behinds that would result in newly hired staff will not occur until the COVID19 crisis is minimized, and the current DSS staff are working at full capacity within the County Office Building.

**Health & Human Services Committee**

**Ways & Means Committee**

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Elane Daly, Chair

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Christopher Petrus, Chair

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Michael Didio

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Keith Batman

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Hans Pecher

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Benjamin Vitale

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Charlie Ripley

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Tucker Whitman

Co. Atty: \_RJG\_

## Authorization to Create/Fill

A copy of this completed form **MUST** be attached to ALL Civil Service MSD-426 forms when filling a position.

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Date 2/27/2020

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Authorization To: Create and Fill

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**\*\* New Position Duties Statement (NPDS) - Short Form  
REQUIRED IF the title exists within the department**

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**\*\* New Position Duties Statement (NPDS) - Long Form  
REQUIRED IF the title does NOT exist within the department**

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Do you anticipate this request to result in fill-behinds? Possibly

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Cayuga County Department Social Services

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Job Title Being Requested (Exact Civil Service Title) Sr. Social Welfare Examiner

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Position Control Number N/A

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Position Status Permanent

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Position Designation Full-Time

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Budget Account Number 60101 51001

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Is a position being abolished to create the new position? Yes, Clerk PC#2200

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Is the salary of requested position in the current comp plan? Yes

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Comp Plan Requested Position Is Included In CSEA

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CSEA Grade 17

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Probationary Salary Amount \$43,558

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Step 4 Amount (CSEA) \$49,031

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Starting Salary for Position Requested	\$43,558
Justification for Salary Requested	Probation rate set by CSEA contract
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	This position is responsible for supervising the Human Services Examiner, as well as managing the 4E eligibility Unit in order to maximize the reimbursement funding for 4E eligible cases in the Child Welfare Unit of Social Services.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	62%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Budgeted for in DSS budget
Department Head	Raymond Bizzari
Date	2/27/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

**HUMAN RESOURCES  
SECTION**

Signature LHLippoldt HR  
Administrator Approved

Date 2/28/2020

**New Position Control # needed**

RESOLUTION NO. \_\_\_\_\_ (4/28/20) HS Create & Fill Accountant

**Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill an Accountant position in the Department of Social Services due to a retirement.**

BY: Elane Daly, Chair of the Health & Human Service Committee  
Christopher Petrus, Chair of the Ways & Means Committee

WHEREAS, there is a need for an Accountant position in the Accounting Unit of Social Services due to the retirement of the Accounting Supervisor Grade A; and

WHEREAS, this position is responsible for supervising several staff as well as processing numerous financial claims for the Department of Social Services; and

WHEREAS, a New Position Duties Statement submitted to the Cayuga County Civil Service Commission was reviewed, and the Commission determined that the job responsibilities are in line with the job duties of an Accountant in the competitive class, and classified it as such; and

WHEREAS, funding for the newly created Accountant position exists in the 2020 Department of Social Services budget; now therefore be it

RESOLVED, that the Cayuga County Legislature hereby authorizes the creation of an Accountant position (Grade 23 of the CSEA Bargaining Unit) in the Accounting Unit of the Department of Social Services with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the Director of Community Services is hereby authorized to fill the Accountant position, in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga; and be it further

RESOLVED, that effective with the retirement of the Accounting Supervisor Grade A, that the Accounting Supervisor Grade A (PC#2258) position be abolished.

**Health & Human Services Committee**

**Ways & Means Committee**

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Elane Daly, Chair

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Christopher Petrus, Chair

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Michael Didio

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Keith Batman

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Benjamin Vitale

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Charlie Ripley

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Tucker Whitman

Co. Atty: RJG

## Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	4/2/2020
Authorization To:	Create and Fill **
<b>** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department</b>	
<b>** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department</b>	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Accountant
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A60101 51001
Is a position being abolished to create the new position?	Yes
Position Control Number of Position Being Abolished	2258
Civil Service Title of Position Being Abolished	Accounting Supervisor Grade A
Comp Plan Abolished Position Was Included In	CSEA
CSEA Grade of Abolished Position	20
Minimum/Probationary Salary for Abolished or Vacated Position	46,695

Maximum Salary for Abolished or Vacated Position	52,830
Is the abolished position currently filled?	Yes
What is the current employee's salary for the abolished position?	52,830
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	23
Probationary Salary Amount	50,269
Step 4 Amount (CSEA)	56,749
Starting Salary for Position Requested	50,269
Justification for Salary Requested	CSEA Comp Plan
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	The Accountant supervises several staff and processes claims for reimbursement
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	75%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	This year it will result in some savings.



Department Head	Ray Bizzari
Date	4/2/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor
(Section Break)	

LHLippoldt Approved 4/3/2020

**RESOLUTION NO. \_\_\_\_\_ 4/28/20 HS Create/Fill a Case Supervisor Grade B(Permanency Specialist)**

**Authorizing the County Legislature to create and the Director of Community Services to fill a Case Supervisor Grade B (Permanency Specialist) position in the Children & Family Services Unit**

BY: Elane Daly, Chairman of the Health & Human Services Committee Christopher Petrus,  
Chairman of the Ways & Means Committee

WHEREAS, the Department conducted a review of the duties performed by staff, and determined the need for greater supervision in the area of child and youth permanency; and

WHEREAS, a New Position Duties Statement submitted to the Cayuga County Civil Service Commission was reviewed, and the Commission determined that the job responsibilities are in line with the job duties of Case Supervisor Grade B (Permanency Specialist) in the competitive class, and classified it as such; and

WHEREAS, filling the position will increase the attention given to providing permanency solutions for children and youth in care in an appropriate job title; and

WHEREAS, funding was placed in the 2020 DSS salary budget line A60110 during the budget process in anticipation of creating the Case Supervisor Grade B (Permanency Specialist); now therefore be it

RESOLVED, that the Cayuga County Legislature hereby authorizes the creation of a Case Supervisor Grade B (Permanency Specialist) position (Grade 22 of the CSEA Bargaining Unit) in the Children and Family Services Unit of the Department of Social Services with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the Director of Community Services be authorized to fill the Case Supervisor Grade B (Permanency Specialist) position, and any fill behinds in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga; and be it further

RESOLVED, that any fill behinds that would result in newly hired staff will not occur until the COVID19 crisis is minimized, and the current DSS staff are working at full capacity within the County Office Building.

**Health & Human Services Committee**

**Ways & Means Committee**

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Elane Daly, Chair

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Christopher Petrus, Chair

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Michael Didio

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Benjamin Vitale

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Charlie Ripley

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Tucker Whitman

Co. Atty: RJG

## Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

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Date 2/27/2020

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Authorization To: Create and Fill

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**\*\* New Position Duties Statement (NPDS) - Short Form  
REQUIRED IF the title exists within the department**

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**\*\* New Position Duties Statement (NPDS) - Long Form  
REQUIRED IF the title does NOT exist within the department**

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Do you anticipate this request to result in fill-behinds? Possibly

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Cayuga County Department Social Services

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Job Title Being Requested (Exact Civil Service Title) Case Supervisor Grade B

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Position Control Number To be Determined – New position #

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Position Status Permanent

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Position Designation Full-Time

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Budget Account Number 60101 51001

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Is a position being abolished to create the new position? No

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Is the salary of requested position in the current comp plan? Yes

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Comp Plan Requested Position Is Included In CSEA

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CSEA Grade 22

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Probationary Salary Amount \$48,986

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Step 4 Amount (CSEA) \$55,393

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Starting Salary for Position Requested	\$48,986
Justification for Salary Requested	Probation rate set by CSEA contract
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	Department conducted review of the duties performed by staff and determined the need for greater supervision in the area of child and youth permanency. Civil Service Commission determined that the job responsibilities are in line with the job duties of Case Supervisor Grade B.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	62%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Budgeted for in DSS budget
Department Head	Raymond Bizzari
Date	2/27/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

## HUMAN RESOURCES SECTION

Signature LHLippoldt  
Approved

Date 2/28/2020