



AGENDA
WAYS & MEANS COMMITTEE
Tuesday, April 21, 2020, 5:30PM
Live Link: <https://youtu.be/lfuE4dLskcc>

CALL TO ORDER: By Hon. Christopher Petrus, Chair

MEMBERS: Legislators Keith Batman, Elane Daly, Andy Dennison (Vice Chair), Ryan Foley, Ben Vitale, and Tucker Whitman

MINUTES TO APPROVE: March 17, 2020

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

- **Kelly Anderson (Real Property) –**
 - With the help of the staff in the IT Department, the Real Property Office is fully operational and 100% staffed remotely. I applaud everyone in the department for working collaboratively to refine our workflow to ensure that everyone can access the information needed to continue working offsite and without interruption.
 - Set up and staffed the County Emergency Operations Hotline.
 - Current year foreclosure process has been stayed and tax auction postponed.
 - The GIS Supervisor has upgraded and updated the popular Tax Map Online application and moved it over to the new server. Other county applications like the Health Department Septic Locator have also been updated and converted for the new server.
 - Tax preparation for Village Tax Bills has commenced.
 - Administrative work related to the preparation of Tentative Assessment rolls has been ongoing – input of State Land values, Gas Well production values, Special Franchise values, and Omitted Tax charges. Collected annual levels of Assessments for all towns from the assessors and applied them to the real property database.
 - Wrapping up annual exemption administration, sales verification and data collection on building permit information in Moravia, Niles, Owasco and Springport.
 - Discussions on how to handle Board of Assessment Review training and Grievance Day in light of Covid-19.
 - Despite our opposition to it, NYS has enacted a provision in this year's budget that will take the Basic STAR benefit away anyone considered delinquent on their property taxes. Real Property is coordinating the implementation of this with the City and County Treasurers and will be working with NYS Tax & Finance and our local assessors to ensure compliance with the new law.

- **Jim Orman (Treasurer) –**
 - A. The annual audit process has begun. Mary Beth and her team are preparing financial reports for our auditors (Insero & Co.) to begin reviewing. In addition they are attempting to complete the Annual Update Document (AUD) by May 1st. This is proving to be a difficult challenge as much of the information is financial data needed from all departments in addition to coordinating with New York State during the current crisis. Rest assure we will do everything possible to complete this.
 - B. Jennie and her team are to be commended trying to keep the tax collection process current. This is difficult with the building closed to the public but they are persevering.
 - C. Payroll and health insurance duties are also keeping up with their demands so far. This includes communication with all current and retired employees.

• **Lisa Lippoldt (Human Resources/Civil Service) –**

Applications for Villages and Towns: 20

Females: 65%

Male: 35%

Applications for County: 97

Females: 20.62%

Male: 79.38%

White: 89.7%

Minorities: 5.15%

No Answer: 5.15 %

New Hires: 5 (4 out of 5 hired in first week of March)

Female: 60%

Male: 40%

White: 100%

We are currently working mainly remotely with a rotating schedule coming into the office to reduce employees in the building. Much time has been spent this month with employee questions about the changes that have taken place in the new legislation and Executive orders as a result of the COVID 19 pandemic. We have been assessing employee requests for the Family First Paid Leave and Emergency FMLA to determine whom is eligible. We are evaluating the corresponding documentation necessary to qualify the individual and for tax credits.

We have sent out emails with links to telemedicine, Employee Assistance Programs, Mental Health, Fitness and Educational programs to help parent with children at home while teleworking to all staff over this month.

The Department has been working on several projects including updating several areas in the system: New Hire Orientation, Electronic Records for all Employee Rosters for faster access to information, uniformed job descriptions, and HR Metric reports requested by different entities during the COVID pandemic.

We are still processing applications, eligible lists, MDS requests, payroll certification, leaves, NY State Civil Service requests and questions, sending out exam notices, and answering all other Human Resources and Civil Service questions.

RESOLUTIONS:

WAYS & MEANS:

4-20-WM-1 Authorizing Additional Compensatory Time for Non-Bargaining Employees

4-20-WM-2 Adopting resolution to extend contract with Heritage Abstract to provide In Rem Tax Foreclosure Searches for an additional year

HEALTH & HUMAN SERVICES:

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 **(TABLED @ HHS)** Authorizing the Public Health Director to create and fill a Supervising Billing Specialist position in the Health Department

4-20-HH-3 **(TABLED @ HHS)** 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 **(TABLED @ HHS)** 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 **(TABLED @ HHS)** 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 **(TABLED @ HHS)** 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

4-20-HH-7 **(ADDED @ HHS)** Authorization to create and fill one Full-Time Grant Funded Technical Assistance Coordinator Position

GOVERNMENT OPERATIONS:

4-20-GO-1 Authorizing the Chair of the Cayuga County Legislature to enter into an agreement with Momentum Telecom for the procurement of internet services for Cayuga County

4-20-GO-2 Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign contracts for ShoeBox Grants for the Board of Elections

4-20-GO-3 Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign contracts for Voter Education/Poll Worker training for the Board of Elections

PLANNING:

- 4-20-PL-1 Declaring the Cayuga County Legislature Lead Agency for the SEQRA Review of County Construction of a new nature center facility at the Sterling Nature Center Park and directing staff to initiate a coordinated SEQRA review process
- 4-20-PL-2 Authorizing the signing of a contract with Nick Colas to enhance and update the SWAT Model and assist in the update of the Owasco\ Lake Watershed Management and Waterfront Revitalization Plan into a Nine Element Plan

PUBLIC WORKS:

- 4-20-PW-1 **(DRAFT)** Authorizing the replacement of two 5-Ton Liebert Hvac Units serving the 911 Equipment Room at the Public Safety Building (2/3)
- 4-20-PW-2 **(TABLED @ PW)** Authorizing the replacement of the Main Sewer Pump Station at Emerson Park (2/3 Vote Required)
- 4-20-PW-3 Waiving fees for Emerson Park

JUDICIAL & PUBLIC SAFETY:

- 4-20-JP-1 Authorize the Chair of the Cayuga County Legislature and the Sheriff of Cayuga County to enter into an agreement with Global Tel*Link Corporation for the management, operation, and maintenance of the inmate telephone system at the Cayuga County Jail as well as add electronic tablets.
- 4-20-JP-2 **(DRAFT)** Authorizing the Chair of the Cayuga County Legislature to Enter into an agreement with Cayuga Counseling for Pretrial Diversion Services for the term January 1, 2020 through December 31, 2020
- 4-20-JP-3 **(DRAFT)** Authorizing the Chair of the Cayuga County Legislature to Enter into an agreement with Cayuga Counseling for the Alternative Sentencing Program for the Term January 1, 2020 through December 31, 2020
- 4-20-JP-4 **(ADDED 4/17/20)** Authorizing the Director of the Emergency Management to fill a vacant Administrative Officer position on a temporary basis during the COVID-19 Pandemic.

ADJOURNMENT: Tuesday, May 19, 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 HR Auth Temp Add'l Comp Time

Authorizing Additional Compensatory Time for Non-Bargaining Employees

BY: Hon. Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, the COVID-19 pandemic has necessitated significant changes in the county’s workforce in terms of both hours and locations; and

WHEREAS, certain non-bargaining employees are exempt from the overtime requirements of the Fair Labor Standards Act and are not eligible for overtime pay pursuant to county policy as adopted by Resolution 257-18; and

WHEREAS, pursuant to Resolutions 306-10 as amended by 461-16 (“Compensatory Time Policy”) certain employees are eligible for compensatory time for those hours worked in addition to their normal week which can be accrued, to be used as time off at a future date, limited to a maximum of thirty-five (35) banked accrual hours; and

WHEREAS, given the State of Emergency declared by the County, State, the Federal Government, there is currently a need for certain employees to put in significant amounts of additional time beyond their normal week addressing issues connected to the COVID-19 pandemic, there is little opportunity for time off during this crisis, and many employees will max out their thirty-five (35) hour compensatory time limit very soon; and

WHEREAS, the Cayuga County Legislature finds that increasing the number of hours which may accumulate as compensatory time is a reasonable temporary solution to provide for eligible non-bargaining employees who continue working beyond their normal work week and are currently unable to take time off; now therefore, be it

RESOLVED, that Compensatory Time Policy is hereby amended as follows:

1. Effective March 22, 2020 the maximum amount of time allowed in an eligible non-bargaining employee’s accrual bank is seventy (70) hours;
2. Effective July 26, 2020, no additional time may be added to an eligible non-bargaining employee’s accrual bank beyond thirty-five (35) hours, however any time accrued above the thirty-five (35) hour limit prior to July 26, 2020 shall remain in an eligible non-bargaining employee’s accrual bank until December 26, 2020;
3. Effective December 27, 2020, the maximum accrual bank for eligible employees will return to thirty-five (35) hours and any accrued time above thirty-five (35) hours shall be lost;

and be it further

RESOLVED, that the remaining provisions of the Compensatory Time Policy shall continue unaffected; and be it further

RESOLVED, effective December 27, 2020, the Compensatory Time Policy will operate solely pursuant to Resolutions 306-10 and 461-16 and this Resolution shall be of no further force and effect.

Ways & Means Committee

Christopher Petrus, Chair

Ryan Foley

Keith Batman

Benjamin Vitale

Elane Daly

Tucker Whitman

Andy Dennison

Co. Atty: _____

RESOLUTION NO. _____

4/28/20

TRE extend Heritage Contract

ADOPTING RESOLUTION TO EXTEND CONTRACT WITH HERITAGE ABSTRACT TO PROVIDE IN REM TAX FORECLOSURE SEARCHES FOR AN ADDITIONAL YEAR

By: Christopher Petrus, Chair Ways and Means Committee

WHEREAS, resolution 135-16 authorized Cayuga County to enter into a contract with Heritage Abstract for In Rem Tax Foreclosure Searches; and

WHEREAS, the term of the contract was set to terminate May 15, 2017, with an option to extend annually for an addition period of four (4) years; and

WHEREAS, resolution 92-17 approved the first annual extension of the contract with Heritage Abstract; and

WHEREAS, resolution 152-18 approved the second annual extension of the contract with Heritage Abstract; and

WHEREAS, resolution 157-19 approved the third annual extension of the contract with Heritage Abstract; and

WHEREAS, the Cayuga County Treasurer would like to enter into the fourth annual extension of the contract to May 15, 2021; now, therefore, be it

RESOLVED, that the County Legislature approve the annual extension of the contract with Heritage Abstract to provide services through May 15, 2021 for In Rem Tax Foreclosure Searches.

WAYS AND MEANS COMMITTEE

Christopher Petrus, Chair

Keith Batman

Elane Daly

Andy Dennison

Ryan Foley

Benjamin Vitale

Tucker Whitman

Co. Atty: _____

RESOLUTION NO: _____ 4/28/20

MH TECHNICAL ASSISTANCE COORDINATOR

AUTHORIZATION TO CREATE AND FILL ONE FULL-TIME GRANT FUNDED TECHNICAL ASSISTANCE COORDINATOR POSITION

By: Elane Daly, Chair, Health and Human Services Committee, and Christopher Petrus, Chair, Ways and Means Committee.

WHEREAS, Cayuga County is one of 16 counties selected to participate in the NYS HEALing Communities Study (HCS) Grant due to the high percentage rate of opioid overdose deaths in our County; and

WHEREAS, the funds from this grant will be used to deliver services to reduce the number of community residents who are dying due to opioid use; and

WHEREAS, the NYS HCS grant requires a full-time Technical Assistance Coordinator who will be responsible for supporting the Project Manager and the local Steering Committee in all study activities; now, therefore be it

RESOLVED, that the position of full-time Technical Assistance Coordinator position be created and placed within Part I of the Cayuga County Compensation Plan under the Community Mental Health Center at a Grade 23 of the CSEA contract probationary step of \$50,269; and be it further

RESOLVED, that this 100 percent funded position be eliminated when the funding from the HCS grant expires; and be it further

RESOLVED, that these funds were included in the 2020 budget in the Mental Health Heal Grant line A43604 54000; and be it further

RESOLVED, that the Director of Community Services be authorized and directed to fill the position of full-time HEALing Communities Technical Assistance Coordinator in accordance with the Cayuga County Civil Service Rules and Regulations and the policies of Cayuga County, and be it further

RESOLVED, that the Cayuga County Treasurer be authorized to make the journal entries appropriate and necessary to implement this resolution.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Christopher Petrus, Chair

Michael Didio

Keith Batman

Tricia Kerr

Elane Daly

Timothy Lattimore

Andy Dennison

Heidi Nightengale

Ryan Foley

Hans Pecher

Benjamin Vitale

Charlie Ripley

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____ April 28, 2020

PRO Auth Pretrial Diversion

AUTHORIZING THE CHAIR OF THE CAYUGA COUNTY LEGISLATURE TO ENTER INTO AN AGREEMENT WITH CAYUGA COUNSELING FOR PRETRIAL DIVERSION SERVICES FOR THE TERM _____ THROUGH _____

BY: Hon. Andrew Dennison, Chair, Judicial & Public Safety Committee
Hon. Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, the Pre-Trial Diversion program is a research based voluntary preventive rehabilitation program for first time offenders age 18-21. Participation in this program allows these first time offenders to have criminal charges dropped or reduced thus avoiding a conviction on their criminal record; participants receive counseling and support for achievement at school, home, and employment while returning volunteer service work to the community and making restitution to victims consistent with the national restorative justice model; and

WHEREAS, Cayuga Counseling has provided this service to Cayuga County previously and both the County and Cayuga Counseling Services wish to continue to provide this service into the future; now, therefore be it

RESOLVED, that the Chair is authorized to enter into an agreement with Cayuga Counseling Services for the term _____, 2020 through _____, 2020 for the provision of Pre-Trial Diversion services at an amount not to exceed \$ _____; and be it further

RESOLVED, funding is to be utilized from budget account _____.

Judicial & Public Safety

Ways & Means Committee

Andy Dennison, Chair

Christopher Petrus, Chair

Keith Batman

Keith Batman

Elane Daly

Elane Daly

Michael Didio

Andy Dennison

Heidi Nightengale

Ryan Foley

Hans Pecher

Benjamin Vitale

Tucker Whitman

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____ April 28, 2020

PRO Auth Alt. Sentencing

AUTHORIZING THE CHAIR OF THE CAYUGA COUNTY LEGISLATURE TO ENTER INTO AN AGREEMENT WITH CAYUGA COUNSELING FOR THE ALTERNATIVE SENTENCING PROGRAM FOR THE TERM _____, THROUGH _____

BY: Hon. Andrew Dennison, Chair, Judicial & Public Safety Committee
Hon. Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, the Cayuga Counseling Services' Alternative Sentencing Program is an Alternative to Incarceration Program (ATI) that helps eligible and suitable (18 and up) non-violent defendants who have been convicted or who have pled out criminal cases; they are referred to perform community service in lieu of jail as a condition of a conditional discharge, or in lieu of a fine; this sentencing option allows defendants to remain employed and to preserve community ties; this provides positive community action and is a deterrent as powerful as incarceration; and

WHEREAS, Cayuga Counseling has provided this service to Cayuga County previously and both the County and Cayuga Counseling Services wish to continue to provide this service into the future; now, therefore be it

RESOLVED, that the Chair is authorized to enter into an agreement with Cayuga Counseling Services for the term _____, 2020 through _____, 2020 for the provision of Alternative Sentencing services at an amount not to exceed \$ _____; and be it further

RESOLVED, funding is to be utilized from budget account _____

Judicial & Public Safety

Ways & Means Committee

Andy Dennison, Chair

Christopher Petrus, Chair

Keith Batman

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Elane Daly

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Michael Didio

Andy Dennison

Heidi Nightengale

Ryan Foley

Hans Pecher

Benjamin Vitale

Tucker Whitman

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____

4/28/2020

EMO Fill Admin officer Temporary

Authorizing the Director of the Emergency Management to fill a vacant Administrative Officer position on a temporary basis during the COVID-19 Pandemic.

BY: Hon. Andrew Dennison, Chair, Judicial and Public Safety Committee
Hon. Christopher Petrus, Chair, Ways and Means Committee

WHEREAS, there is a need for increased support in the Emergency Management Office due to the COVID-19 Pandemic, and

WHEREAS, there is a vacant Administrative Officer (PC#6138) position within the Emergency Management Office that could be filled on a temporary basis retroactive to March 16, 2020, and

WHEREAS, funding for filling the Temporary Administrative Officer position will be submitted for Federal reimbursement, now therefore be it,

RESOLVED, that the Director of Emergency Management be authorized to fill the Administrative Officer (PC#6139) position on a temporary basis (not to exceed 6 months) at the rate of \$19.71/hour per the Cayuga County Part II NB Compensation Plan, and that this will be retroactive to March 16, 2020, and be it further

RESOLVED, that the Administrative Officer position be filled in a manner consistent with the rules and regulations of the Cayuga County Civil Service Commission, and the policies of the County of Cayuga.

Judicial & Public Safety

Ways & Means Committee

Andy Dennison, Chair

Christopher Petrus, Chair

Keith Batman

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Michael Didio

Andy Dennison

Heidi Nightengale

Ryan Foley

Hans Pecher

Benjamin Vitale

Tucker Whitman

Tucker Whitman

Co. Atty: _____

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 4/17/20

Authorization To: Fill

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

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

Do you anticipate this request to result in fill-behinds? NO

Cayuga County Department Emergency Management

Job Title Being Requested (Exact Civil Service Title) Administrative Officer (Temporary)

Position Control Number 006138

Position Status Temporary

Position Designation Temporary PT

Budget Account Number

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 NB

CSEA Grade

Probationary Salary Amount

Step 4 Amount (CSEA)

Starting Salary for Position Requested \$19.71/hour

Justification for Salary Requested	Previously set
Does position include fringe benefits?	no
What is the justification for filling this position AND why is it important for your department?	Increase capacity needed in the EMO office during the COVID-19 Pandemic.
How is this position funded?	EMO-Budget
Is this a reimbursed position?	Will request reimbursement from FEMA
How is this position reimbursed (percentage, dollar amount)?	
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	
Department Head	Amy Russett
Date	4/17/20
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

HUMAN RESOURCES SECTION

Signature LHLippoldt

Date 4/17/2020