



**AGENDA**  
**HEALTH & HUMAN SERVICES COMMITTEE**  
**Thursday, June 8, 2023 at 5:30PM**  
**Live Stream Link:** <https://www.youtube.com/watch?v=vuLqgsDzKbQ>

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

**MEMBERS:** Legislators Christina Calarco, Michael Didio, Aileen McNabb-Coleman, Brian Muldrow, Heidi Nightengale (Vice Chair), and Lydia Patti Ruffini

**MINUTES TO APPROVE:** May 11, 2023

**APPOINTMENTS:**

**Persons with Developmental Disabilities Sub-Committee (PWDD)**

Elizabeth Signorelli, 6175 Court St, Cayuga, NY 13034, Term – 1/1/23 to 12/31/26

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Kathleen Cuddy (Health) –**

- May is Recognized as National Bike month and the department hosted multiple events include:
  - Bike and Roll to School at Auburn elementary schools during the week of May 1 – May 5 and at Weedsport (May 9) and Moravia (May 10) schools.
    - Safety messaging was sent home with students in advance of the events.
    - Participants were given a helmet if they needed one.
    - Moravia schools had the largest number of participants (89).
  - Kids on Wheels Safety Rodeo held in collaboration with Auburn Police and Fire Department on Saturday, May 20 at the Auburn fire house.
  - Summer bicycle events are being planned in towns and villages throughout the county. Dates and location will be announced once they are confirmed.
- Staff attended Kindergarten Registration at Auburn elementary schools the week of May 15- May 19 to promote programs and services included immunizations.
- Our lead program is hosting Renovate, Repair and Paint (RRP) Training for landlords on June 27<sup>th</sup>. Anyone interested can register by calling our office.
- Information on Public Communication was shared with county staff and legislators, Board of Health and our Medical Director. This document is updated annually to make sure staff and members of the public know how to reach us, but also where we share our information. This was also an article in the Citizen on Tuesday, May 30.  
[https://auburnpub.com/lifestyles/cayuga-county-health-department-reaching-us-reaching-you/article\\_55cea564-fbcd-11ed-a1fe-cf118319a838.html#tracking-source=home-top-story](https://auburnpub.com/lifestyles/cayuga-county-health-department-reaching-us-reaching-you/article_55cea564-fbcd-11ed-a1fe-cf118319a838.html#tracking-source=home-top-story)
- Staff have started preparing seasonal outreach activities for a variety of topics including:
  - injury/disease prevention (bicycle and pedestrian safety, water recreation/swimming safety, summer BBQs and food preparation, ticks, and mosquitoes)
  - Harmful Algal Blooms (HABs)
- WIC Farmers' Market Nutrition Coupons are now available as of June 1<sup>st</sup>. Staff are busy working to get those out to participants and will be at some of the upcoming farmers' markets to assist participants at the market.
- Early Intervention and Preschool Nights (just had May 23<sup>rd</sup> and 25<sup>th</sup> next is June 27<sup>th</sup> and 29<sup>th</sup>)
  - June's topic will be Encouraging Language Development with Michele Westfall who is a speech language pathologist with Liberty Resources.
- Monthly breastfeeding classes being offered by our nurses who are also Certified Lactation Counselors (most recent one was held on June 8<sup>th</sup>)

**Lauren Walsh (Community Services) –**

- Clinic:
  - Census continues to increase- currently 2,253 total individuals engaged in services at the clinic
  - Total of 17 full time, 3 contracted social workers with caseloads of active clients between 90-100
  - Continue to recruit and hire for one full time Social Worker position
  - Mobile Crisis press release this month
  - Retreat planned for all staff June 30<sup>th</sup>
- DBT in Schools
  - Training for school staff in July

- Implementation planned for next school year
- Continue to wait on SAMSHA grant funding to expand DBT in our county
- MH in the jail
- Working with the Sheriff to increase MH resources in the Jail

**Christine Bianco (Social Services) –**

- The 2023 Home Energy Assistance Program (HEAP) Cooling Assistance benefit opened May 1, 2023. If eligible, a qualified applicant may receive one Cooling Assistance benefit per applicant household for the purchase and installation of an air conditioner or a fan to help their home stay cool. (In circumstances where an air conditioner cannot be safely installed, a fan will be provided.) Information on the program, eligibility requirements and how to apply can be found at: [otda.ny.gov/programs/heap/](http://otda.ny.gov/programs/heap/)
- As of June 1, Cayuga County DSS was providing emergency housing assistance to 30 families and 90 individuals. The numbers have decreased significantly over the past few months due to warmer weather and some successful discharges into permanent housing. Lack of available housing options for very low-income families and individuals continues to be a barrier.

**Brenda Wiemann (Office for the Aging) – No updates**

**Debra Dennis (Youth Bureau) –**

- Youth Advisory Board- By-Laws were adopted. Nominations for Chairperson, First Chairperson and Secretary were voted on and approved.
- Youth Bureau applications for NYS OCFS funding. The following programs will receive funding as a part of our 9-month allocation from NYS OCFS for programs running 1/1/23-9/30/23. Booker T. Washington, YMCA, Salvation Army’s Long Point Camp (scholarships for Cayuga County youth, The REV Theatre, Auburn Music Boosters, Perform 4 Purpose, Meridian, Ira, Cato’s (MIC) Summer STREAM Program.
- NYS Governor’s Youth Council- 7 applications were received. Currently being judged at our county level. Three will move on to the State level for judging.

**RESOLUTIONS:**

**HEALTH:**

- 6-23-HH-1 Authorizing the Public Health Director to fill a PT Lactation Peer Counselor Position in the Health Department’s WIC Program
- 6-23-HH-2 Authorizing the Cayuga County Legislature and the Public Health Director to fill an F/T E-I Service Coordinator Position

**SOCIAL SERVICES:**

- 6-23-HH-3 Authorizing the Commissioner of Social Services to Fill two Caseworker Vacancies in the Adult Protective Services Unit

**MENTAL HEALTH:**

- 6-23-HH-4 Authorizing the creation of a temporary leave bank for a Cayuga County Mental Health employee.
- 6-23-HH-5 Authorize the creation and fill of one Part-Time Temporary Jail Social Worker Position
- 6-23-HH-6 Authorizing the Director of Community Services to Create and Pre-Fill A Senior Clerk Position at the Community Mental Health Center Of Cayuga County.

**OFA:**

- 6-23-HH-7 Authorizing the Chair of the Legislature and the Director of the Office for the Aging to sign agreement with Elderchoice for meal service
- 6-23-HH-8 Authorizing the Chair of the Legislature and the Director of the Office for the Aging to sign a contract with Elderchoice under funding from the Alzheimer’s Association of CNY Caregiver Respite Initiative (ALZ-CSI)
- 6-23-HH-9 Authorizing the Chair of the Cayuga County Legislature and the Director of the Office for the Aging to sign annual contracts with various subcontractors.

**ADJOURNMENT: Thursday, July 13, 2023 at 5:30PM**

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. \_\_\_\_\_ 6/27/23 HD Fill PT Lactation Peer Counselor**

**Authorizing the Public Health Director to fill a PT Lactation Peer Counselor Position in the Health Department's WIC Program**

BY: Elane Daly, Chairman of the Health & Human Services Committee  
Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS, one of the mandated services of the NYS WIC Program is to further promote breast feeding among WIC participants by utilizing the services of a Part-Time Lactation Peer Counselor position to, among other duties, assist in teaching breastfeeding classes within the WIC program, provide information on additional sources of help for the breastfeeding mother, and participate in peer support groups; and

WHEREAS, the State requires all WIC Programs to have at least two Part-Time Lactation Peer Counselors on staff to allow the agencies to extend their hours and allow for more flexibility in coverage of the aforementioned duties; and

WHEREAS, the Public Health Director wishes to fill a part-time Lactation Peer Counselor positions in the WIC Program due to a recent resignation; and

WHEREAS, these positions are 100% funded through the WIC Program Grant; NOW, THEREFORE, BE IT

RESOLVED, that the Public Health Director be authorized and directed to fill the PT Lactation Peer Counselor position in accordance with Civil Services Rules and Regulations and the policies of the County of Cayuga; and be it also

RESOLVED, that as this position is 100% funded through the WIC Program Grant, if funding ceases, the positions will be abolished; and be it also

RESOLVED, this authorization is valid through December 31, 2023 in accordance with policy resolution 307-20.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Thursday, May 25, 2023 4:32 PM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### 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	5/25/2023
Authorization To:	Fill Only
<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	Public Health
Job Title Being Requested (Exact Civil Service Title)	Lactation Peer Counselor
Position Control Number	7696 7063
Position Status	Permanent
Position Designation	Part-Time
Budget Account Number	A40821 51002
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 IS IN	Part II
Probationary Salary Amount	<del>10.27 per hour</del> \$17.00 per hour

Step 1 Amount (Part II)	<del>10.42 Step 1</del> \$17.15 per hour
Starting Salary for Position Requested	<del>10.27</del> \$17.00 per hour
Justification for Salary Requested	Outlined in current comp plan
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	One of the mandated services of the NYS WIC program is to further promote breastfeeding amount WIC participants by utilizing the services of a Part-Time Lactation Peer Counselor position to, among other duties, assist in teaching breastfeeding classes within the WIC program, provide information on additional sources of help for the breastfeeding mother and participate in peer support groups
How is this position funded?	Grant
Identify the Grant	WIC Program Grant
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	100% Grant Funded
Department Head	Kathleen Cuddy
Date	5/25/2023
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 Department or Agency Head	Administrative Assistant

(Section Break)

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Approved 06-01-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator

RESOLUTION NO. \_\_\_\_\_ 6/27/23 HD request to fill E-I Service Coordinator Position

**Authorizing the Cayuga County Legislature and the Public Health Director to fill an F/T E-I Service Coordinator Position**

BY: Elane Daly, Chairman of the Health & Human Service Committee  
Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS, the Early Intervention Service Coordinator position control #961855 (Grade 18 in the CSEA bargaining unit) was vacated on 05/26/2023 due to a resignation and it is necessary to have someone who can fill the role of a EI Service Coordinator; and

WHEREAS, the Early Intervention Service Coordinator provides case management for children and their families eligible for Early Intervention services as per NYS regulation; and

WHEREAS, the Early Intervention Service Coordinator position is funded in the Health Department's 2023 budget A40451 51001; and

WHEREAS, the Public Health Director wishes to fill an Early Intervention Service Coordinator position within the Programs for Children with Special Healthcare Needs division of the Health Department to provide service coordination for families of children with developmental delays and assist with an increase in volume; NOW, THEREFORE, BE IT

RESOLVED, that the Public Health Director be authorized to fill an Early Intervention Service Coordinator position; and be it further

RESOLVED, that the position be filled in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga along with any fill behind that may occur; and be it further

RESOLVED, this authorization is valid through December 31, 2023 in accordance with policy resolution 307-20.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Thursday, May 25, 2023 4:22 PM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### 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 5/25/2023

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Authorization To: Fill Only

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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) Early Intervention Service Coordinator

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Position Control Number 961855

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Position Status Permanent

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Position Designation Full-Time

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Budget Account Number 40451 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 IS IN CSEA

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CSEA Grade 18

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Probationary Salary Amount	<del>45,702</del> \$ 47,199
Step 4 Amount (CSEA)	<del>50,257</del> \$ 53,104
Starting Salary for Position Requested	<del>45,702</del> \$47,199
Justification for Salary Requested	Already outlined in the current comp plan
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	Early Intervention Service Coordinator provides case management for children and their families eligible for Early Intervention services as per NYS regulation
How is this position funded?	Budget
Is this a reimbursed position?	No
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	5/25/2023
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 Department or Agency Head	Administrative Assistant

(Section Break)

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Approved 06-01-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator



RESOLUTION NO. \_\_\_\_\_ 6/27/23

HS Fill 2 Caseworker Positions in Adult Protective Services

**Authorizing the Commissioner of Social Services to Fill two Caseworker Vacancies in the Adult Protective Services Unit**

BY: Elane Daly, Chairman of the Health & Human Service Committee  
Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS, there are two Caseworker vacancies in the Adult Protective Services Unit of Social Services (position #2256 and position #2228) due to resignations; and

WHEREAS, the Department is required to be the safety net and provide adult protective services to those individuals unable to protect themselves; and

WHEREAS, these positions are critical to having adequate staff in the unit to manage the open adult protective cases and handle incoming referrals; and

WHEREAS, sufficient funding exists in the Social Services Department's 2023 budget to support these positions, and these positions are reimbursed at 62% Federal and State; NOW, THEREFORE BE IT

RESOLVED, that the Authorization to Fill is valid through December 31, 2023, per resolution No. 307-20; and be it further

RESOLVED, that the Commissioner of Social Services be authorized and directed to fill the vacated Caseworker positions in the Adult Protective Services Unit, and any fill behind that may occur, in accordance with Civil Services Rules and Regulations and the policies of the County of Cayuga.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Wednesday, May 24, 2023 9:15 AM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### 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	5/24/2023
Authorization To:	Fill Only
<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)	Caseworker
Position Control Number	2256 and 2228
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 IS IN	CSEA
CSEA Grade	17

Probationary Salary Amount	46,198
Step 4 Amount (CSEA)	51,838
Starting Salary for Position Requested	46,198
Justification for Salary Requested	The salary is dictated by the CSEA CBA. The Caseworker will be hired at the Probationary rate of \$46,198.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	These two Caseworker positions are in the Adult Protective Services unit of the Department of Social Services. The positions are mandated to service the vulnerable adult population of the County.
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?	These are budgeted positions in the 2023 DSS budget and are reimbursed at 62%.
Department Head	Christine Bianco
Date	5/24/2023
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	Deputy Commissioner

(Section Break)

Approved 06-06-23  
*Diann Ferris*

Diann Ferris  
 Human Resources Administrator

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RESOLUTION NO. \_\_\_\_\_ 6/27/23 MH Employee Leave Bank Request

**Authorizing the creation of a temporary leave bank for a Cayuga County Mental Health employee.**

By: Elane Daly, Chair, Health and Human Services Committee; and  
Hans Pecher, Chair, Ways and Means Committee

WHEREAS, an employee of the Cayuga County Mental Health Center is needing a leave due to multiple medical conditions; and

WHEREAS, this employee has worked for the Cayuga County Mental Health Center for 14 years and accruals will be exhausted by the end of June 2023; and

WHEREAS, a sick bank is requested to create a temporary leave bank at the request of the employee to address the immediate loss of income for the employee; and

WHEREAS, discussion has occurred regarding this issue with representatives of the County and all have agreed to allow for the creation of a temporary leave bank at the request of the Cayuga County Mental Health Center to address the immediate loss of income for the employee; now therefore be it

RESOLVED, that the Cayuga County Legislature hereby approves and authorizes this temporary leave bank to take effect after the exhaustion of all benefit time attributed to the employee; and be it further

RESOLVED, that the Cayuga County Legislature authorizes and directs all those steps that may be required to undertake this temporary leave bank in accordance with the following conditions:

- All other leave shall have been exhausted by the employee
- All County employees may be permitted to donate personal, compensatory, or vacation time in no less than full day increments
- All leave donations shall be in writing on a standardized leave bank form
- Leave time shall be used by the employee using one full day from each donation before additional days are utilized from donors making multiple day donations
- The maximum time allowed for the individual employee's leave bank shall not exceed a total of ninety-five (95) work days
- Upon return to full-time employment the Leave Bank will be terminated

And be it further

RESOLVED, that the Cayuga County Finance Department make all necessary adjustments to execute the intent of this resolution.

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

06/27/23

MH PT TEMP JAIL SOCIAL WORKER v2

**Authorize the creation and fill of one Part-Time Temporary Jail Social Worker Position**

By: Hon. Elane Daly, Chairman, Health & Human Services Committee  
Hans Pecher, Chairman, Ways & Means Committee

**WHEREAS**, the Cayuga County Jail is required to provide mental health care for the incarcerated population; and

**WHEREAS**, mental health services in the Cayuga County Jail are provided by Cayuga County Mental Health; and

**WHEREAS**, the volume of incarcerated individuals needing mental health care and treatment in the jail has grown considerably in recent years due to the increase of individuals in our community needing mental health treatment and the number of incarcerated individuals within our jail needing such care; and

**WHEREAS**, an additional part-time Mental Health Social Worker is necessary to meet the immediate critical need for evaluation and assessment of incarcerated individuals; and

**WHEREAS**, the Director of Mental Health and Cayuga County Sheriff would like to create and fill a temporary part-time Mental Health Social Worker position to work within the jail for six (6) months to address the immediate need for additional mental health care with re-evaluation of the need at the end of the six (6) month period; and

**WHEREAS**, funding for this temporary position exists in the Sheriff’s incarcerated individual telephone revenue account; now therefore be it

**RESOLVED**, that the Cayuga County Legislature hereby authorizes the creation of a temporary part-time position of Mental Health Social Worker as an employee of the Mental Health Department, subject to approval by the Civil Service Commission, and upon such approval, the Director of Community Services is hereby authorized to fill for a period not to exceed six (6) months from the filling of the position; and be it further

**RESOLVED**, that the part-time salary for the temporary position of Mental Health Social Worker be set at \$35.51 per hour with said hours not exceeding seventeen and one half (17.5) per week; and be it further

**RESOLVED**, that the Sheriff’s Department is authorized to reimburse the cost of such employee working within the Jail utilizing incarcerated inmates’ telephone revenue; and be it further

**RESOLVED**, that the authorization to fill this position shall be valid through December 27, 2023; and be it further

**RESOLVED**, that Director of Finance is hereby authorized to make the following budget adjustment:

A43101 51002 Salaries Part Time	\$16,000
A43101 58001 FICA	\$1,224
A43100 41680 Jail Fees	\$17,224; and be it further

**RESOLVED**, that the position is filled in accordance with Civil Services Rules and Regulations and the Policies of Cayuga County.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Friday, May 26, 2023 8:33 AM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### 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	5/26/2023
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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	Mental Health
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Job Title Being Requested (Exact Civil Service Title)	Jail Social Worker
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Position Status	Temporary
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How long do you anticipate the temporary appointment to last?	6-9 months
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Position Designation	Part-Time
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Budget Account Number	A43101 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?	No
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Comp Plan Requested Position WILL BE IN	Part II
Probationary Salary Amount	<del>32,314.40</del> \$35.36 per hour
Step 1 Amount (Part II)	<del>32,314.40</del> \$35.51 per hour
Starting Salary for Position Requested	<del>32,314.40</del> \$35.36 per hour
Justification for Salary Requested	Salary requested is the same as a part-time Social Worker
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	We have an immediate need for additional mental health care. The NY State Commission of Correction has recognized this as well.
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	The Mental Health budget will not be affected due to Sheriff's Dept. covering the cost of this position. Minimal budgetary impact to Sheriff's department as incarcerated individual telephone revenue will be utilized to fund the position.
Department Head	Lauren Walsh
Date	5/26/2023
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	Danielle Blumrick
Title of Person Submitting on Behalf of Department or Agency Head	administrative assistant
(Section Break)	

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Approved on 06-06-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator



RESOLUTION NO. \_\_\_\_\_ 6/27/23 MH CREATE, PRE-FILL, & ABOLISH POSITION.rev

**Authorizing The Director Of Community Services To Create and Pre-Fill A Senior Clerk Position At The Community Mental Health Center Of Cayuga County.**

By: Elane Daly, Chair, Health and Human Services Committee; and  
Hans Pecher, Chair, Ways and Means Committee

WHEREAS, there is an anticipated vacancy for a Typist (PC#2129) position in the Mental Health Center due to a retirement; and

WHEREAS, the support staff position is critical to providing clerical assistance to the functionality of the MHC; and

WHEREAS, the workload of the retiree would need to be transferred to the new hire, as well as to be able to provide sufficient training; and

WHEREAS, to better reflect the duties of the front office support staff at the Mental Health Center, to create a Senior Clerk is recommended; and

WHEREAS, a vacancy was created due to a retirement, there is sufficient funding in the 2023 Department of Mental Health budgeted salaries A43101 51001 to cover the costs associated with the creation of a Senior Clerk position in 2023; now therefore, be it

RESOLVED, that the Cayuga County Legislature hereby authorizes the creation of a Senior Clerk position in the Mental Health Department subject to review and approval of the Civil Service Commission, and to be assigned to Grade 8 in accordance with the CSEA contract, and be it further

RESOLVED, that once the Senior Clerk position is created, the Typist position will be abolished; and be it further

RESOLVED, that the Director of Mental Health is hereby authorized to fill the position before the vacancy, upon approval of this resolution, in accordance with Civil Services Rules and Regulations and the Policies of Cayuga County; and be it further

RESOLVED, that this authorization to fill shall be in effect until December 31, 2023 in accordance with policy resolution 307-20.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Tuesday, May 30, 2023 12:06 PM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

## 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 5/30/2023

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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 Mental Health

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Job Title Being Requested (Exact Civil Service Title) Senior Clerk

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Position Status Permanent

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Position Designation Full-Time

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Budget Account Number A43101 51001

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Is a position being abolished to create the new position? Yes

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Position Control Number of Position Being Abolished 2129

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Civil Service Title of Position Being Abolished Typist

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Comp Plan Abolished Position Was Included In CSEA

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CSEA Grade of Abolished Position	3
Minimum/Probationary Salary for Abolished or Vacated Position	36,161
Maximum Salary for Abolished or Vacated Position	38,680
Is the abolished position currently filled?	Yes
What is the current employee's salary for the abolished position?	38,680
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	8
Probationary Salary Amount	38,533
Step 4 Amount (CSEA)	41,898
Starting Salary for Position Requested	38,533
Justification for Salary Requested	Probationary Salary for position
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	Critical roll for maintaining function at the MHC. Trying to create uniformity of titles among the support staff.
How is this position funded?	Budget
Is this a reimbursed position?	No

What will the fiscal impact of filling this position in your budget this year and in future fiscal years? Probationary salary is currently less than the step 4 amount that was budgeted for the current position. Budget will be adjusted slightly to accommodate in the future.

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Department Head Lauren Walsh

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Date 5/30/2023

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Attestation I have been directed to submit on behalf of the authorized department or agency head

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Name of Person Submitting on Behalf of Department or Agency Head Danielle Blumrick

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Title of Person Submitting on Behalf of Department or Agency Head administrative assistant

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(Section Break)

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Approved 06-06-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator

RESOLUTION NO. \_\_\_\_\_ 6/27/23 OFA Elderchoice meals 2023

**Authorizing the Chair of the Legislature and the Director of the Office for the Aging to sign agreement with Elderchoice for meal service**

BY: Elane Daly, Chair, Health & Human Services Committee, and  
Hans Pecher, Chair, Ways and Means Committee.

WHEREAS, the Office for the Aging provides home delivered and congregate meals to the seniors of Cayuga County; and

WHEREAS, Elderchoice, a Social Adult Day service program, would like to obtain meals for their clients at their facility and receive those meals through the Office for the Aging Senior Nutrition program; and

WHEREAS, Elderchoice will pay \$11.78 per meal effective 4/1/23 to the Office for the Aging; now therefore be it

RESOLVED, that the Chairman of the Legislature and the Director of the Office for the Aging are hereby authorized to sign an agreement with Elderchoice to provide meals through the Senior Nutrition Program at a reimbursement rate of \$11.78 per meal for the period April 1, 2023 through December 31, 2023.

RESOLUTION NO. \_\_\_\_\_ 6/27/23 OFA Elderchoice SADC 23

**Authorizing the Chair of the Legislature and the Director of the Office for the Aging to sign a contract with Elderchoice under funding from the Alzheimer’s Association of CNY Caregiver Respite Initiative (ALZ-CSI)**

**BY: Elane Daly, Chair, Health & Human Services Committee, and  
Hans Pecher, Chair, Ways and Means Committee**

**WHEREAS**, appropriations were approved in the Cayuga County budget for the year 2023 for various subcontractors (Account A67724 54118) for the Office for the Aging, in return for which these subcontractors agree to perform certain services for the benefit of Senior Citizens of Cayuga County; now therefore be it

**RESOLVED**, that the Chair of the Cayuga County Legislature and the Director of the Office for the Aging are hereby authorized to sign on behalf of the County a contract with Elderchoice, Inc. to provide Caregiver Respite and Adult Day Services at a sum not to exceed \$47.50/half day (less than 4 hours) or \$95.00/day (4 hours or more) for the period of June 1, 2023 to December 31, 2023.

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

6/27/23

OFAContractsApr23

**Authorizing the Chair of the Cayuga County Legislature and the Director of the Office for the Aging to sign annual contracts with various subcontractors.**

**BY: Elane Daly, Chair, Health & Human Services Committee, and  
Hans Pecher, Chair, Ways and Means Committee**

**WHEREAS**, appropriations were approved in the County budget for the year 2023 for various subcontractors (A67724 54118) for the Cayuga County Office for the Aging, in return for which these subcontractors agree to perform certain services for the benefit of Senior Citizens of Cayuga County; now, therefore, be it

**RESOLVED**, that the Chair of the Cayuga County Legislature and the Director of the County Office for the Aging are hereby authorized and directed to enter into contracts with the subcontractors listed below:

April 1, 2023 through March 31, 2024:

EISEP (Expanded In-Home Services for the Elderly)

Home Instead Senior Care	- \$32.00/hour
Seniors Helping Seniors	- \$30.00/hour
Stafkings Healthcare Systems, Inc. –	
PCA1&2: \$31.43/hour (within 13021 zip code)	
PCA1&2: \$36.43/hour (outside 13021 zip code);	

And effective 10/1/23-3/31/24:

PCA1&2: \$33.37/hour (within 13021 zip code)
PCA1&2: \$38.37/hour (outside 13021 zip code)

Self-Direct, Inc. (Response4Help) - \$24.95/mth-Medical Alert; \$34.95/mth-Telguard units	
Self-Direct, Inc. (Consumer Directed) - \$30.00/hour	
CSE (Community Services for the Elderly) & AAA (Area Agency on Aging Transportation)	
Transportation Project, Inc. -	Total \$63,000
CSE (Community Services for the Elderly) & CSI (Congregate Services Initiative)	
Boyle Senior Center, Inc. -	Total \$6,500
Mom’s Meals -	Total \$14,000

and be it further

**RESOLVED**, that the Chair of the Legislature and the Director of the Office for the Aging are authorized and directed to enter into contracts with the above referenced subcontractors in an amount not to exceed the above referenced sums and upon such forms as approved by the County Attorney.