



**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Thursday, August 13, 2020, – 5:30PM**  
**Live Stream Link - <https://youtu.be/l2PeadPPPmQ>**

**CALL TO ORDER:** By Hon. Ryan Foley, Chair

**MEMBERS:** Legislators Tricia Kerr, Timothy Lattimore, Christopher Petrus, Paul Pinckney, Charlie Ripley, and Ben Vitale (Vice Chair)

**MINUTES TO APPROVE:** July 9, 2020

**APPOINTMENTS:** none

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Cherl Heary and Katie Lacey (Board of Elections) –**

If we are going to have a quiet time this year, August is probably it. We are using the summer to plan for the general election in November, which at this point could be anything from a redo of required absentee mailings to a “normal” Presidential year. In either case we can expect increased costs for absentees and early voting. (The County Legislature should add their voices to the lobbying effort to get State or Federal funding for the November election)

We have determined that at least one poll site change is necessary. The Auburn Masonic Lodge has offered their facility on Route 34 as a voting site and we have decided to move both Fleming voting locations to that building. It may also be necessary to find another site to replace Auburn High School as the adjustments the District is making for the virus could seriously impact the availability of the school. Busing issues complicate the problem. We are considering alternate locations. The evaluation of poll sites is an ongoing activity for us. The decisions at the State level will have enormous impacts on Election Day turnout and Early Voting.

We have been completing the office work and reporting requirements for the Primary. We processed nearly 5,000 absentee application, more than 8,000 ballots were returned. Using our new tabulating machine (purchased with Covid-19 Grant money) made it possible to count all ballots in two days. We estimate that hand counting by 8 inspectors would have taken 2 weeks.

The committee should also be aware that the postage paid mailing of applications and postage paid return was a \$19,400.00 (covered by covid-19 grant) for the primary. We also brought in three inspectors for a total of 15 days to process applications and prepare ballots for mailing. The Commissioners also put in over 300 hours working on the same absentee project. If we have to repeat this for the General Election we will need more help for a longer period.

Only a total of 191 voters utilized Early Voting. Election Day turnout was 1,148 voters. Obviously most voters used the absentee process and the total vote was more than 30% of eligible voters, much higher than usual.

As we finalized our results we processed the 444 pending party changes which we have held since February 14<sup>th</sup>.

**Sheila Smith (Clerk of the Legislature) –**

- Employee Recognition Luncheon is cancelled, we usually hold this in September and with the COVID it is not possible. I have contacted Lisa in HR and she will provide the names and years of service and employees will receive either their certificate (for 5 years of service) or their pin for 10, 15, 20, etc. I will give the pins and certificates to the Department Heads, the list will be added to the Legislature Agenda when complete.
- Student Government Day is also cancelled, the October 27<sup>th</sup> Legislature meeting time has been moved to 6:00PM and Amanda has sent out a new meeting schedule with that change.

**Christopher Palermo (County Attorney) – no updates**

**Susan Dwyer (County Clerk) –**

**STAFF STATUS**

3 staff members were called back from furlough; 2 of them on 6/22 and 1 on 6/24

On August 3 we welcomed back our two part time staff, and the other full time person that has been on furlough this entire time will be retiring on September 8 and will be using her earned time off until then, which leaves our office with a full time vacancy.

#### WORK STATUS

The Staff continues to work many hours of overtime, 6 days a week. Dropped off/Mailed-In transactions are now being processed in about 5-7 working days.

#### APPOINTMENTS

**Total In-Office Appointments for the month of July: 845, which is an average of 37 appointments per day. Plus all of the dropped-off and mailed-in work we process-- this month that would be 4,883 additional transactions.**

Our DMV accepts online appointments for many in-office transactions. The appointment system has been a great success. We had at least 50 customers give us feedback about their appointment experience. 99% of them were absolutely great. Most of them comment as to how easy it is to use the appointment system, how professional and courteous staff is, how helpful everyone is, there is no waiting, and how safe they felt coming into the office for their appointment.

Below is one or many shining examples of how our Team DMV goes above and beyond to help our taxpayers:

*Hi Sue,*

*I just wants to take a minute to tell you how awesome your DMV staff was to my mother, xxxxxxxx. She will be 79 on 8/15 and her license will expire, of course she was thinking something came in the mail and she was in panic mode. I told her how it works, got online to renew it for her (she knows nothing about computers!), had her eye dr. form etc and she needed a new picture, had to come in. I got online to make appointment and nothing was available. I emailed explaining the situation and her age and asking for help with what to do next, I told Mom we'd wait a couple days and if I didn't hear anything, we'd try again. Well it wasn't a half hour later and I had 2 emails, one from Shereen Androsko and one from Peter Thomas asking if I could bring her in on 8/5 at 3:15 or 3:30!*

To make an appointment: <https://cayugacountydmv.setmore.com>

Customers can also drop off or mail-in transactions (except an upgrade/Enhanced License which requires an in-office appointment.)

#### REVENUE

Total Retention to the Clerk's Office from DMV Transactions in July: \$62,951 (Last month it was \$37,304)

Total Retention YTD: \$282,501

Total Online Sharing Revenue for July: \$5,764; YTD: \$14,282

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$232,962

Total transactions completed in our DMV Office in July: 5,728 (2000 more than in June)

YTD: 28,944

Total online transactions conducted by Cayuga County residents in July: 2,684; YTD: 16,296

#### COUNTY CLERK'S RECORDING OFFICE

##### STAFF STATUS

On August 3<sup>rd</sup> we got one full time position back but we will still have 2 vacancies.

##### REVENUE

Total revenue remitted to County Treasurer for all Departments: \$135,400.19

Revenue month of July \$52,528 YTD \$364,122 2020 BUDGET \$640,000.00

##### TRANSACTIONS

There has been a spike in most of the following transactions this month.

- 692 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 41 DBA/Partnership/Corporation – new, amendments, discontinuances
- 204 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 8 Notary filings: new and renewals (does not include amount of documents notarized by staff as free service mandated by NYS).
- 117 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 12 Uniform Commercial Code Transactions: new, continuation, termination, search
- 16 Survey Maps filed
- 1 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$21,243 (generated quarterly)
- 0 Passport Photos for new & renewal of passports
- 0 Fees collected for Passport Processing & Photos

##### APPOINTMENTS

Our office accepts online appointments for the following in-office services:

-Notary Services & Renewals - Business Certificates (DBA's) - Title Searching/Research -Oaths of Office

To make an appointment: <https://cayugacountyclerk.setmore.com>

In addition to appointments: Attorneys/Customers drop off and pick up transactions in the lobby during business hrs.

Customers continue to E-Record and E-File documents

## **RECORDS RETENTION CENTER**

### **STAFF STATUS**

We had one staff person in the Records Retention Center until August 3<sup>rd</sup> when the other 2 staff were called back from being furloughed.

### **WORK**

- 41 File Boxes shredded
- 7 DSS bins shredded
- 1 Civil Service bin shredded
- 1 Sheriffs Civil bin shredded
- Environmental Health project continues (Ira currently) (505 images added)
- 136 Files Requested
- 10 Boxes added to Treasurers Inventory

### **APPOINTMENTS**

Until further notice, the public is not allowed in the office unless they make an appointment to do research and pick up paperwork. To make an appointment call 315-253-1037.

## **HISTORIAN'S OFFICE**

### **STAFF STATUS**

Beginning August 3<sup>rd</sup> we will have our 2 part time staff back to assist our Historian who was the only person in the office for the past few months due to the furlough.

Prior to August 3, with 2/3 of staff furloughed, many queries have had to be postponed until staff returns, especially those dealing with genealogy and early deed/property questions. Ruth Bradley has kept a long waiting list of research requests that require extensive work-hours.

Our Historian had to work from home several days because of plumbing issues in that building.

### **APPOINTMENTS**

To make an appointment, call 315-253-1300.

Appointments are limited to one person at a time for a limited amount of hours per day.

### **WORK**

Major accomplishment: digitization of Port Byron Chronicle newspapers from the 1800s is completed. This was a collaborative effort between our office, the Seymour Library, Port Byron Library, the Montezuma Historical Society, and was spearheaded by Lock 52 (the Port Byron historical association). These newspapers are now available online through both Lock 52 and the Seymour Library.

Attended Auburn Commission on Historic and Cultural Sites July 8, via zoom

Continued researching and preparing for my next Auburn Citizen Column, due for publication in September

Continued indexing and generating detailed finding aids for our Trice Collection of Lehigh Valley Railroad materials

Among others, responded to queries regarding:

-a very old retaining wall between Metcalf Plaza and the County Courthouse

-two different properties on Easterly Ave, Auburn

-clarified the establishment of Village of Moravia in Town of Sempronious, as opposed to the later establishment of the Township of Moravia

-historical maps and information regarding agricultural practices in Cayuga County during the heyday of the Erie Canal, from Cornell University

Respectfully submitted, Sue Dwyer, Cayuga County Clerk

## **Paul Bornemann (Information Technology) –**

### **July/August Work-In-Process**

- Operations/Support: end user support, server & application consolidation where possible, patching and updates, application system updates
- COVID: Utilizing FormStack electronic online forms solution support reopening staff surveys
- Project: Munis upgrade: Testing of upgrade continued, ordered replacement check printer due to new double sided format of AP checks, cross training IT staff and working with Treasurers staff to schedule full upgrades to Training and Production systems in September.
- Project: Network Security / consolidation to Sophos edge security technologies, including email spam filtering / encryption, July final implementation pushed out to August due to availability of external technical resources.
- Administrative: 2021 budget work.
- Administrative: NY BOE Cybersecurity Grant – supporting project plan & draft budget to NYS BOE, working with their consultant to finalize with CBOE.

- Administrative: Working with procurement – evaluated existing available contracts to attach County needs to achieve best value for the County. Compare 2019 usage (more typical than 2020) and costs vs new contract.

#### **September Plan**

- Project: Munis Upgrade (completion is based on Tyler schedule, anticipated that it will be fully live by end of October)
- Project: BOE cybersecurity tasks in project plan & update IT Policies to align with best-practices and BOE requirements.
- Project: FormStack pilot continues
- Finalize MFP Resolution

**Jessica Strassle (Veterans) – no updates**

#### **RESOLUTIONS:**

##### **CLERK OF LEGISLATURE:**

8-20-GO-1 Amending the Cayuga County Policy Manual, Section 41 (Resolution Procedure) to require Reserve Fund Balance Reporting upon submissions proposing appropriations from Reserve Funds

##### **ADJOURNMENT: Thursday, September 10, 2020 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.

8-20-50-1

RESOLUTION NO. \_\_\_\_\_ August 25, 2020

COL Res Policy

**AMENDING THE CAYUGA COUNTY POLICY MANUAL, SECTION 41  
(RESOLUTION PROCEDURE) TO REQUIRE RESERVE FUND BALANCE  
REPORTING UPON SUBMISSIONS PROPOSING APPROPRIATIONS FROM  
RESERVE FUNDS**

BY: Hon. Ryan Foley, Chair, Government Operations Committee  
Hon. Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, The Cayuga County Legislature has taken steps in recent years to better utilize reserve funds for capital improvements, capital repairs, and highway repairs; and

WHEREAS, from time to time, resolutions are presented which propose appropriations from reserve funds for acquisition or repair of the county's capital assets; and

WHEREAS, in order for the Legislature to further plan for future capital needs, it is beneficial to have the balance remaining in the particular reserve fund for which appropriations are proposed; now, therefore be it

RESOLVED, that the Cayuga County Policy Manual, Section 41(1)(A) is hereby amended to read:

Amount and account number for any expenditure of money. Where an appropriation from a Reserve Fund is proposed, the current balance available in the Reserve Fund.

, and be it further

RESOLVED, that this resolution shall take effect immediately and that the Clerk of the Cayuga County Legislature is directed to update the Cayuga County Policy Manual accordingly.

Government Operations Committee

Ways & Means Committee

\_\_\_\_\_  
Ryan Foley, Chair

\_\_\_\_\_  
Christopher Petrus, Chair

\_\_\_\_\_  
Tricia Kerr

\_\_\_\_\_  
Keith Batman

\_\_\_\_\_  
Timothy Lattimore

\_\_\_\_\_  
Elane Daly

\_\_\_\_\_  
Chris Petrus

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Ryan Foley

\_\_\_\_\_  
Paul Pinckney

\_\_\_\_\_  
Hans Pecher

\_\_\_\_\_  
Charlie Ripley

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Benjamin Vitale

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Benjamin Vitale

\_\_\_\_\_  
Tucker Whitman

CAYUGA COUNTY POLICY MANUAL

Section No. 41

RESOLUTION PROCEDURE

**Subject:** Procedure to Have a Resolution Placed on Committee and Legislative Agenda's

**Effective Date:** 2-24-15 Resolution No. 52-15

**Supersedes Policy of:** 7-22-14 Resolution No. 244-14

**Policy Title:** Resolution Procedure

**Objective:** This procedure is to be followed in order to have a resolution placed on all Committee and Legislative agenda's.

**Policy:**

1. The department prepares a resolution. **If a Legislator proposes a resolution it is mandatory to have his/her typed after the word BY: in the resolution.** The resolution must be in the format shown on the attached and include the following:
  - A. Amount and account number for any expenditure of money.
  - B. Must be in electronic form and sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us) with **all** supporting documentation 14 days prior to your oversight committee meeting.
  - C. Any resolution to create/fill or filling of a position must have an Authorization to Fill Form, **(this is a new printable PDF form and must accompany the resolution)** it must be filled out, name of Department Head typed out and dated before it is sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us) Human Resources/Civil Service Director will then approve or disapprove, with or without comments as needed, **initial**, save and send electronically to **resolutions@cayugacounty.us, with a note that he/she has approved.** The County Administrator will then recommend/not recommend, type his/her name, date, save and send to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us), **with a note that he/she has approved or not approved. This will need to be completed in a timely manner; the Clerk of the Legislature Office must receive the approval or disapproval no later than 7 days before committee meeting. It is up to the County Administrator and the Human Resources Director to notify the Department Head if they approve or dis-approve the resolution. Resolutions will not be placed on the agenda without the electronic approval.** The Clerk of the Legislature's Office will attach completed form to the original resolution, upload to the box and bring to committee.
  - D. **All resolutions should be in the following format:**
    - Font – Times New Roman
    - Font Size: 10 or 11 and should be kept to one page if possible
    - RESOLUTION NO. \_\_\_\_\_ 11-25-14 SHR Contractfoodsrvs (BOLD)**
    - Title of resolution (BOLD)**
    - By: Joseph Runkle, Chair, Ways & Means
    - Body – regular-not bold
    - Correct Committee Member names inserted

2. All resolutions that are sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us) will automatically go to the following people, Chairperson of the Cayuga County Legislature, County Administrator's Office, County Attorney Office, Clerk of the Legislature's Office, Civil Service/Human Resource Office, Treasurer's Office, Purchasing Department and the Budget Director. Any questions or concerns with any resolution must be brought to the County Attorney's attention within 3 business days so that changes or corrections may be made. The County Attorney will then approve, revise or change and e-mail the corrected resolution to the proper department.
3. Once the resolution is approved and saved electronically by the County Attorney's Office, the original resolution together with any contracts and/or other supporting documentation will be handed to the Clerk of the Legislature Office from the County Attorney Office, no later than 7 days prior to the committee meeting/Legislature Meeting and placed in the appropriate folder. The Clerk of the Legislature Office will be responsible for bringing original resolutions to committee meetings for Legislature approval.
4. The Department Head must seek permission from their Committee Chairperson to bring a late resolution to Committee for consideration, no exceptions. If approval is given, resolution will need to be sent to [resolution@cayugacounty.us](mailto:resolution@cayugacounty.us) with notification of committee chair approval. The County Attorney will review resolution and if approves, will then initial original resolution and bring to the Clerk of the Legislature's Office who will then add to appropriate agenda.
5. Any resolutions that are amended or revised at committee must be corrected by that department and resent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us); the following day and the County Attorney will approve and bring to Clerk of the Legislature Office.
6. The department head shall attend the meeting of the oversight committee and the Legislative Meeting unless excused by their Committee Chairperson.
7. Attached are samples of: Resolutions, Resolution Form and Authorization to Fill Form.
8. The Rules of Order-Cayuga County Legislature, Rule No. 10: Resolutions & Motions sets forth the resolution and motion practice to be observed by the Cayuga County Legislators.

**Note: this Policy shall be reviewed periodically by the County Chairperson, County Attorney, County Administrator and the Clerk of the Legislature's Office**

**COUNTY OF CAYUGA**

**2015**

**Authorization to Fill Form**

Date of Request: \_\_\_\_\_

Department Requesting: \_\_\_\_\_

Job Title: \_\_\_\_\_

Position Control No. \_\_\_\_\_

Grade: \_\_\_\_\_

Budget Account NO. \_\_\_\_\_

Current Salary for Position: \$ \_\_\_\_\_

Probationary Salary for the requested position: \$ \_\_\_\_\_

Does Position Include Fringe Benefits: \_\_\_\_\_

Please attach the program and the job duties that will apply to the individual who will fill this position.

What is the justification of filling this position: \_\_\_\_\_

What will be the fiscal impact of filling this position in your budget this year and in future fiscal years: \_\_\_\_\_

Please include the source of funding for this position this year and in future fiscal years: \_\_\_\_\_

\_\_\_\_\_  
**County Department Head**

\_\_\_\_\_  
**Date**

Human Resources Approve:   
Disapprove:

Notes:

Request is Recommended

Request is Not Recommended

\_\_\_\_\_  
**County Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**County Administrator**

\_\_\_\_\_  
**Date**

County Administrator Notes:

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

# LEGISLATIVE RESOLUTION FORM

**DATE:**

**REFERENCE:**

**DUAL REFERENCE:**

**INITIATIVE:**

**TITLE OF PROPOSED RESOLUTION:**

**PURPOSE AND GENERAL IDEA:**

**SUMMARY OF SPECIFIC PROVISIONS:**

**EFFECTS UPON PRESENT LAW:**

**FISCAL IMPACT:**

**JUSTIFICATION:**

**SPONSOR:**

**Authorize the creation and filling of a Supervising Staff Psychiatrist position at the Community Mental Health Center**

By: Patrick Mahunik, Chair, Health and Human Services Committee, and Joseph Runkle, Chair, Ways and Means Committee

WHEREAS, Resolution number 410-12 authorized the transfer of budgeted salary costs, line A43101-51001, to professional services, line A43104-54059 in order to contract for psychiatric services with W. Joseph Touchstone, MD, PLLC; and

WHEREAS, the Mental Health Department is required to designate a medical director and Dr. Touchstone, who has been serving in this capacity since joining the department, has indicated his desire for a salaried position and, in the interest of continuity in our medical services it would be beneficial to retain him in that capacity; and

WHEREAS, the Civil Service Commission has reviewed the job duties of the position and classified the title as Supervising Staff Psychiatrist, and

WHEREAS, the position of Staff Psychiatrist is reflected in the 2014 County Budget at a salary cost of \$178,346, line A43101-51001, with the related costs deleted from line A43104-54059 professional services; now, therefore, be it

RESOLVED, that the title Staff Psychiatrist reflected in the 2014 County Budget be amended to the title of Supervising Staff Psychiatrist; and be it further

RESOLVED, that the position of Supervising Staff Psychiatrist be created and placed within the Cayuga County Compensation Plan, Part IV, at an annual rate of \$178,346; and be it further

RESOLVED, that the Director of Community Services be authorized and is hereby directed to fill the position of one Supervising Staff Psychiatrist in accordance with the Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga.

**Health & Human Services Committee**

**Ways & Means Committee**

\_\_\_\_\_  
Patrick Mahunik, Chair

\_\_\_\_\_  
Joseph Runkle, Chair

\_\_\_\_\_  
Joseph Bennett

\_\_\_\_\_  
Terrance Baxter

\_\_\_\_\_  
Mark Farrell

\_\_\_\_\_  
Michael Didio

\_\_\_\_\_  
Ryan Foley

\_\_\_\_\_  
Patrick Mahunik

\_\_\_\_\_  
Timothy Lattimore

\_\_\_\_\_  
Hans Pecher

\_\_\_\_\_  
Hans Pecher

\_\_\_\_\_  
Paul Pinckney

\_\_\_\_\_  
Frank Reginelli

\_\_\_\_\_  
Tucker Whitman

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

(SAMPLE)  
LEGISLATIVE RESOLUTION FORM

**DATE:** December 10, 2013

**REFERENCE:** Health and Human Services Committee

**DUAL REFERENCE:** Ways and Means Committee

**INITIATIVE:** MHCreateFillSupPsychi2014

**TITLE OF PROPOSED RESOLUTION:** Authorize the creation and filling of a Supervising Staff Psychiatrist position at the Community Mental Health Center

**PURPOSE AND GENERAL IDEA:** Creating the position of Supervising Staff Psychiatrist to provide medical supervision of physicians, nurse practitioners, and nurses in the Mental Health Department

**SUMMARY OF SPECIFIC PROVISIONS:** In 2013, we converted a salaried position to a contracted position when the salaried individual left the department. Dr. Touchstone has served as our medical director since that change. This resolution creates a specific title to identify the medical director and returns the position to the salaried category. As part of the 2014 budget process, the costs associated with the contract position were shifted from contracted professional services to the full time salaried category.

**EFFECTS UPON PRESENT LAW:** None.

**FISCAL IMPACT:** Funds were included in the 2014 budget.

**JUSTIFICATION:** The department is required to identify a Medical Director. This resolution creates a title that will fill that need. In 2013, we had a Psychiatrist serving as Medical Director with a \$10,000 salary adjustment to compensate for those duties. When that employee left, we hired Dr. Touchstone on a contractual basis to fill that need. Dr Touchstone has indicated his desire to become a salaried employee. He has done an excellent job for the department and we believe that this action will provide continuity and stability within the medical staff. Since mid-January 2013, he has generated \$241,488 in revenue.

**SPONSOR:** , Chairperson, Health and Human Services Committee

**CO-SPONSOR:** , Chairperson, Ways and Means Committee

(Please scroll down)

(SAMPLE)



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Supervising Staff Psychiatrist**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga County  
12/11/13

Adoption: CSM  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

The Supervising Staff Psychiatrist supervises medical staff and oversees psychiatric services of the Community Mental Health Department. The incumbent provides professional, medical and psychiatric services for patients in a psychiatric program and does related work as required. This position requires independent judgment under the general director of the Director of Community Services.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Provides direct supervision of medical staff and, when appropriate, a collaboration agreement with psychiatric nurse practitioners;  
Ensures that procedures for the effective delivery of psychiatric services are adhered to by staff members;  
Collaborates with the Director of Community Services in regards to the recruitment of other psychiatrists and/or other prescribing staff;  
Participates in the development of policy and quality assurance activities;  
Provides direct services to clients, including psychiatric evaluations, medications and psychotherapy;  
Provides individual, group and family therapy;  
Utilizes the department's electronic health record system;  
Works as part of the treatment team, including social workers and psychologists;  
Reviews client's charts to ensure that documentation standards are adhered to by medical staff;  
Ensures that medical staff members adhere to psychiatry productivity standards;  
Coordinates and maintains work schedules to ensure adequate medical staff coverage;  
Provides medical/legal examinations and appears as an expert witness in court proceedings;  
Participates in in-service training of staff and trainees;  
Does related duties as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of effective management and utilization of psychiatric services;  
thorough knowledge of the practice of psychiatry including treatment ad trends;  
Good knowledge of psychopharmacology;  
Ability to lead and supervise psychiatric and medical staff in a mental health setting;  
Ability to use an electronic health record system;  
Ability to communicate effectively both orally and in writing;  
Ability to work with individuals representing diverse cultures and backgrounds with a high degree of sensitivity, tact, and diplomacy;

**MINIMUM QUALIFICATIONS:**

- (A) Valid license to practice medicine issued by the New York State Education Department and satisfactory completion of a training program in psychiatry approved by the American Board of Psychiatry and Neurology; AND
- (B) Three (3) years of formal or supervised post licensure experience in an inpatient or outpatient mental health program; AND
- (C) One (1) year of additional clinical experience PLUS one (1) year of providing supervision in a clinical program.

**Clinic Treatment Program Description:** A clinic treatment program shall provide treatment designed to reduce symptoms, to improve patient functioning and to provide ongoing support. A clinic treatment program shall provide the following services: assessment and treatment planning, health screening and referral, discharge planning, verbal therapy, medication therapy, medication education, symptom management and psychiatric rehabilitation readiness determination. The following services are also provided: case management, crisis intervention services, clinical support services and family treatment services.

**FISCAL IMPACT WORKSHEET**

	Former Psychiatrist	Supervising Psychiatrist
Salary	\$ 188,346	\$178,346
Retirement	38,573	45,532
Worker's Comp	6,573	6,224
FICA	9,891	9,750
Health/Dental	<u>6,763</u>	<u>9,920</u>
Total Fringe	\$ 61,800	\$ 71,426
Total Cost	\$250,146	\$249,772
Difference	\$374 reduction	

Note: Column 1 reflects single health insurance and retirement tier 4.  
Column 2 reflects family health insurance and retirement tier 2.

**APPROVED DEPARTMENT ABBREVIATIONS FOR RESOLUTION TITLES  
(Top Right all Resolutions)**

Res. Title Prefix	Department
AP	Accounts Payable
AC	Assigned Council
BOE	Board of Election
BLD	Buildings & Grounds
EMO	CEMO & Fire Coordinator
LEG	Chairman/Legislators
COL	Clerk of the Legislature
COR	Coroner
ADM	County Administrator
COA	County Attorney
AUD	County Auditor
CC	County Clerk
DMV	Dept. of Motor Vehicles
DA	District Attorney
ET	Employment & Training
HD	Health Dept.
HWY	Highway Dept. & Motor Pool
HIS	Historian
HR	Human Resources & Civil Services Commission
HS	Human Services
IT	Information Technology
MH	Mental Health
OFA	Office of the Aging
PT	Parks & Trails
PB	Planning Board
PRO	Probation Department
PUR	Purchasing
REC	Records Retention
RPS	Real Property Services
SHR	Sheriff
911	911/PSAP
TRE	Treasurer
VET	Veterans
WTS	Weights & Measures
YB	Youth Bureau

**Dept. Abbreviations for Resolutions**

**Samples BOE(space)newprinter  
COA(space)LL No.3**

**Please do not use – or\_ in your titles**