



AGENDA
HEALTH & HUMAN SERVICES COMMITTEE
Thursday, September 14, 2023 at 5:30PM
Live Stream Link: <https://www.youtube.com/watch?v=iAh2YBh8tdI>

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: August 10, 2023

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

Kathleen Cuddy (Health) –

- School Immunizations have been busy. In August we served 79 county residents. Priority for these clinics are given to students requiring immunizations for school. School Nurses verify student's immunization records for meeting minimum requirements. If the student is not appropriately vaccinated, they will be excluded from attending school until they meet requirements. https://www.health.ny.gov/prevention/immunization/schools/docs/2023-24_school_immunization_requirements.pdf
- This time of year due to outdoor activities and typical animal behavior, we often see an increase in certain communicable be waterborne and vector borne diseases. In July 2023 we had 63 reported cases of Lyme disease. We all need to reminder people to protect themselves against ticks and mosquitos. . Avoid interacting with feral animals. Have your pet dogs, cats and ferrets vaccinated against rabies. Additionally, if exposed to a bat, to try to capture the bat for testing: <https://www.youtube.com/watch?v=80yR2zEOJwo>
- At the NYSAC conference there will be a resolution proposed to have school districts have responsibility to work with counties to provide preschool special education transportation. For schools that do work with their counties to do this, there is significant cost savings which is beneficial to taxpayers. It has the added benefit of providing better equity to preschool children with delays or disabilities by removing transportation as a barrier. All typical UPK children would have bussing to school but a Special Needs child may need to go to a different program and challenges to linking transportation can be a barrier to attendance.

Lauren Walsh (Community Services) – No updates

Christine Bianco (Social Services) – No updates

Brenda Wiemann (Office for the Aging) – No updates

Debra Dennis (Youth Bureau) –

- New allocations for 10/1/23-9/30/24 will be \$142,096 from NYS OCFS for Youth Development, Youth Sports and Education and (new for 2024) Youth Sports Teams. Requests for applications will go out this month. This will include requests for ARPA funding as well with same criteria.
- In the process of securing contracts from the County Attorney's Office so the 2023 OCFS funded programs can be reimbursed. Their program year ends 9/30/23 for funding received.
- Student Government Day- Tuesday, October 24th. Invitations in the process of being sent out to 10 area school districts and are due back to my office 10/6.
- I will be attending the Annual Youth Development Leadership Training Conference in Syracuse 11/2 and 11/3. Youth Bureau Directors across the state will be in attendance.

RESOLUTIONS:

HEALTH:

- 9-23-HH-1 Authorizing the Chairman of the Legislature and the Public Health Director to enter into a contract with NYS for the Bike/Pedestrian/Wheelsport Safety Program
- 9-23-HH-2 **(PULLED)** Authorizing the Cayuga County Legislature to create a Fiscal Supervisor position and the Public Health Director to fill the Fiscal Supervisor position in the Health Department.
- 9-23-HH-3 Authorizing the Public Health Director to fill a PT Lactation Peer Counselor Position in the Health Department's WIC Program
- 9-23-HH-4 Authorizing the Chairman of the Legislature and the Public Health Director to enter into contract with Venesky & Company, for JACK-Time & Activity Tracking Software

SOCIAL SERVICES:

- 9-23-HH-5 Authorizing the Legislature to create and the Commissioner of Social Services to fill one (1) Human Services Examiner (Help Program) Position in the Department of Social Services due to a vacancy.
- 9-23-HH-6 Amending the Social Services 2023 Budget to Accept 100% Federal Funding from the Flexible Fund for Family Services (FFFS)
- 9-23-HH-12 **(Added 9/11/23)** Authorizing the Commissioner of Social Services to execute one or more agreements with Sapphire Recruitment Inc, dba CPS Recruitment (CPS) to assist with sourcing direct hire candidates for the Director of Fiscal Management and Social Services Attorney(s) positions within the Department of Social Services and to authorize the transfer of funds within the 2023 DSS budget from the salary lines into professional services.

OFA:

- 9-23-HH-7 Authorization to make necessary adjustments to Cayuga County Office for the Aging budget lines to fully utilize remaining Covid funding.
- 9-23-HH-8 Authorization to fill Part-time Aging Services Specialist in the Office for the Aging

MENTAL HEALTH:

- 9-23-HH-9 Authorize the filling of a full-time Staff Social Worker position at the Community Mental Health Center
- 9-23-HH-10 Authorizing the Chair of the Cayuga County Legislature and the Director of Community Services to provide two Nurse Practitioners a stipend for psychiatric care at Cayuga County Jail
- 9-23-HH-11 **(Revised 9/11/23)** Authorize the filling of a full-time Staff Social Worker position at the Cayuga County Jail

ADJOURNMENT: Thursday, October 12, 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. _____ 9/26/23

HD Bike/Pedestrian/Wheel Sport Safety 2023

Authorizing the Chairman of the Legislature and the Public Health Director to enter into a contract with NYS for the Bike/Pedestrian/Wheelsport Safety Program

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

WHEREAS, the State has offered the Cayuga County Health Department a grant of \$19,659 for the period of October 1, 2023 through September 30, 2024 for the “Bike/Pedestrian/Wheelsport Safety Program,” and

WHEREAS, our goal is to reduce the number of injuries and deaths related to these activities on New York’s roads; and

WHEREAS, injury prevention education is a mandated activity of local health departments;

WHEREAS, it is our desire to participate in this project; now, therefore, be it

RESOLVED, that the Chairman of the Legislature and the Public Health Director be authorized to enter into a contract with New York State and accept funding in the amount of \$19,659 for the “Bike/Pedestrian/Wheelsport Safety Program” and accept any COLA funds associated, and be it further

RESOLVED, that the Public Health Director be authorized to enter into a subcontract with the Cayuga County Council on Physical Fitness and any other necessary subcontracts in order to accomplish the goals of this grant; and be it also

RESOLVED, that the Cayuga County Treasurer be authorized and directed to amend the Health Department’s 2023 budget in the following manner:

Increase Revenue Account #A40270 43427.....	\$19,659
Increase Appropriation Account #A40274 54000.....	\$19,659

RESOLUTION NO. _____

9/26/23

HD Create & Fill Fiscal Supervisor

Authorizing the Cayuga County Legislature to create a Fiscal Supervisor position and the Public Health Director to fill the Fiscal Supervisor position in the Health Department.

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

WHEREAS, there exists a need to create and fill a Fiscal Supervisor position within the Health Department to provide additional oversight of the various accounting activities insuring that all accounting activities are carried out in accordance with all applicable Federal, State and local laws, regulations and policies; and

WHEREAS, the Public Health Director wishes to create and fill a Fiscal Supervisor position to better accommodate the duties and responsibilities of the Department, and

WHEREAS, this position is critical for maintaining the smooth and effective functioning of the Health Department including state aid reimbursement and revenue generation through accurate billing of various programs; and

WHEREAS, the Public Health Director wishes to fill a Fiscal Supervisor position at a grade 26 of CSEA compensation plan, and

WHEREAS, the newly created position is funded through the state aid reimbursement formula for local health departments; and

WHEREAS, funding exists within the 2023 Health Budget, due to a position vacancy that will not be filled in the future;
NOW, THEREFORE, BE IT

RESOLVED the Cayuga County Legislature hereby creates the Fiscal Supervisor position in the Health Department at a grade 26 of the CSEA compensation plan and the plan be amended to reflect the creation; be it further;

RESOLVED, that the Public Health Director be authorized and directed to fill the Fiscal Supervisor position in the Health Department at a grade 26 of the CSEA Compensation Plan; and be it further

RESOLVED, that the CSEA Compensation Plan be amended to include the Fiscal Supervisor position as part of the Health Department at a Grade 26; and be it further

RESOLVED, that this authorization to fill shall be valid through March 26, 2024 pursuant to Resolution 307-20; and be it further

RESOLVED, that the Fiscal Supervisor position be filled in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga along with any fill behinds that may occur.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Friday, September 1, 2023 9:25 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	9/1/2023
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form <i>REQUIRED IF the title exists within the department</i>	
** New Position Duties Statement (NPDS) - Long Form <i>REQUIRED IF the title does NOT exist within the department</i>	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Public Health
Job Title Being Requested (Exact Civil Service Title)	Fiscal Supervisor
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A40101 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	26
Probationary Salary Amount	59,872

Step 4 Amount (CSEA)	66,645
Starting Salary for Position Requested	59,872
Justification for Salary Requested	Outlined in the current CSEA comp plan
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	there exists a need to create and fill a Fiscal Supervisor position within the Health Department to provide additional oversight of the various accounting activities insuring that all accounting activities are carried out in accordance with all applicable Federal, State and local laws, regulations and policies and this position is critical for maintaining the smooth and effective functioning of the Health Department including state aid reimbursement and revenue generation through accurate billing of various programs
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	State Aid Reimbursable
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	9/1/2023
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 09-08-23

Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____ 9/26/23 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, the Public Health Director requests the ability to continuously fill these 2 part-time positions whenever they may be come vacant an any point throughout the duration of the grant funding as vacancies occur often in these positions; 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 this authorization to fill shall be valid through March 26, 2024 pursuant to Resolution 307-20; and be it further

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

Diann Ferris

From: noreply@cayugacounty.us
Sent: Thursday, August 31, 2023 11:09 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	8/31/2023
Authorization To:	Fill Only
** New Position Duties Statement (NPDS) - Short Form <i>REQUIRED IF the title exists within the department</i>	
** New Position Duties Statement (NPDS) - Long Form <i>REQUIRED IF the title does NOT exist within the department</i>	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Public Health
Job Title Being Requested (Exact Civil Service Title)	Part Time Lactation Peer Counselor
Position Control Number	7696
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	17.51

Step 1 Amount (Part II)	17.51
Starting Salary for Position Requested	17.51
Justification for Salary Requested	Outlined in the current compensation plan
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Required for WIC Program Grant
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	8/31/2023
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)	

Approved 09-08-23

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Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____ 9/26/23 HD Venesky Time & Activity Tracking Software 2023

Authorizing the Chairman of the Legislature and the Public Health Director to enter into contract with Venesky & Company, for JACK-Time & Activity Tracking Software

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

WHEREAS, the Health Department desires to obtain JACK- Time & Activity Tracking Software to assist the Department with documenting employee time to support claims for Article 6 State Aid and Grants and create related reports. The JACK- Time & Activity Tracking System is designed to conform to the Department of Health Time and Effort Reporting for Department of Health (DOH) Contracts- June 2017 Guidelines; and

WHEREAS, utilization of this software will provide greater efficiency in staff time utilization, particularly with our fiscal staff; and

WHEREAS, we have successfully utilized the services of Venesky & Company, for other services in the past; NOW, THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature and the Public Health Director be authorized to enter into a 3-year contract from 10/01/2023 through 12/31/2026 with Venesky & Company, at a cost of \$5,000 per year for use of the JACK-Time & Activity Tracking Software.

The expenditure will be funded through Account #A40104 54019 of the Health Department's respective Budgets.

RESOLUTION NO. _____ 9/26/23 HS Create/Fill HS Examiner(Help)

Authorizing the Legislature to create and the Commissioner of Social Services to fill one (1) Human Services Examiner (Help Program) Position in the Department of Social Services due to a vacancy.

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

WHEREAS, there is a Human Services Examiner vacancy (PC#2213) in the Medicaid Unit of the Department of Social Services due to a promotion; and

WHEREAS, this position is necessary for the effective and efficient operation of the Department of Social Services; and

WHEREAS, the Human Services Examiner position qualifies to be reclassified as non-competitive per the New York State Department of Social Services Hiring Emergency Limited Placement Program (Help), and

WHEREAS, a New Position Duties Statement was submitted to the Cayuga County Civil Service Commission for review, and the Commission agreed that the position of Human Services Examiner (HELP Program) qualifies for this program; and classified the position as Non-Competitive pending submission to the New York State Civil Service Commission; and

WHEREAS, to participate in the HELP Program the newly classified non-competitive Human Services Examiner (HELP Program) title needs to be created by the legislature; and

WHEREAS, sufficient funding exists in the 2023 Social Services' Budget with the transfer of funds from the existing vacant Human Services Examiner (PC#2213) position to support this position; and

WHEREAS, this position is 100% state and federally funded; NOW, THEREFORE, BE IT

RESOLVED, that the Cayuga County Legislature creates one (1) Human Services Examiner (HELP Program) position (Grade 10 of the CSEA Bargaining Unit) in the Department of Social Services with the jurisdictional class allocation being Non-Competitive; and be it further

RESOLVED, that the creation of the one (1) Human Services Examiner (HELP Program) position is budget neutral with the transfer of funding from the current funded Human Services Examiner position (PC# 2213) within the Department of Social Services budget, and be it further

RESOLVED, that the Commissioner of Social Services be authorized to fill the Human Services Examiner (HELP Program) vacancy in the Department of Social Services and any fill behinds that may occur, in a manner consistent with the rules and regulations of the County of Cayuga and the Cayuga County Civil Service Commission; and be it further

RESOLVED, that the Authorization to Fill is valid through March 26, 2024, per resolution No. 307-20; and be it further

RESOLVED, that the Finance Director/Budget Director make any necessary financial transfers to fund the newly created position and un-fund the Human Services Examiner PC#2213.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Wednesday, August 30, 2023 12:28 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	8/30/2023
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form <i>REQUIRED IF the title exists within the department</i>	
** New Position Duties Statement (NPDS) - Long Form <i>REQUIRED IF the title does NOT exist within the department</i>	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Human Services Examiner (Help Program)
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	10
Probationary Salary Amount	42,720

Step 4 Amount (CSEA)	46,592
Starting Salary for Position Requested	42,720
Justification for Salary Requested	The salary for this position is established by the CSEA CBA. The Human Services Examiner (HELP Position) will be hired at the probationary rate of a Grade 10 position.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	This position is currently vacant due to a retirement. This position is budgeted in the Medicaid Unit of the Department of Social Services and is 100% reimbursed.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	100%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	This position is budgeted in the 2023 budget and is reimbursed at 100%.
Department Head	Christine Bianco
Date	8/30/2023
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 Director of Social Services
(Section Break)	

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Approved 09-08-23

Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____

9/26/23

HS Accept FFFS Funding 2023

Amending the Social Services 2023 Budget to Accept 100% Federal Funding from the Flexible Fund for Family Services (FFFS)

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

WHEREAS, the Social Services Department has received 100% Federal FFFS funding (Flexible Fund for Family Services) and;

WHEREAS, the Social Services Department desires to utilize \$250,000 of the FFFS allocation to support employment related services, supportive services for TANF eligible applicants and recipients to prevent public assistance or enable them to reduce the amount of assistance they are receiving; and

WHEREAS, it is necessary to amend the 2023 Social Services Budget in order to accept this funding; NOW, THEREFORE BE IT

RESOLVED, that the Cayuga County Finance Dept. be authorized and directed to amend the Social Services Department’s 2023 Budget in the following manner, and make the necessary journal and accounting entries to accept the new FFFS funds:

Increase Acct. #A60604 54000.....	\$250,000
Increase Acct #A60600 44660.....	\$250,000

and be it further

RESOLVED, that the Chairman of the Legislature and the Commissioner of Social Services be authorized to enter into any subcontracts that are necessary to implement this grant.

RESOLUTION NO. _____

9-26-23

HS Hire CPS Recruitment

Authorizing the Commissioner of Social Services to execute one or more agreements with Sapphire Recruitment Inc, dba CPS Recruitment (CPS) to assist with sourcing direct hire candidates for the Director of Fiscal Management and Social Services Attorney(s) positions within the Department of Social Services and to authorize the transfer of funds within the 2023 DSS budget from the salary lines into professional services.

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

WHEREAS, the Department of Social Services has been pursuing the search to fill the current vacant positions: Director of Fiscal Management and Social Services Attorney(s); and

WHEREAS, the search to find qualified or interested candidates for the last eight (8) months has been unsuccessful; and

WHEREAS, these positions are essential for assisting with the smooth and efficient fiscal operation and legal management of the department; and

WHEREAS, the firm of CPS Recruitment has been identified as specializing in the sourcing and placement of highly skilled accounting and legal professionals; and

WHEREAS, the Commissioner of Social Services, determined that, due to the scarcity of qualified employees to fill the identified vacant positions, Social Services requires the hiring of a firm to supply assistance with sourcing candidates; and

WHEREAS, the Commissioner of Social Services, to address the immediate need, wishes to contract with CPS Recruitment to source qualified candidates; and

WHEREAS, the Department of Social Services has sufficient monies in its Salaries Account to pay for the requested services; now therefore be it

RESOLVED, that the Commissioner of Social Services is authorized to contract with CPS Recruitment to source Director of Fiscal Management and Attorney candidates for direct hire positions; and be it further

RESOLVED, that CPS Recruitment charges a fee of 25% to 30% of the first-year salary of the direct hire candidate for services should the Department of Social Services hire a candidate that has been referred by CPS recruitment; and be it further

RESOLVED, that the funding for the CPS Recruitment fee for placement exist in the Department of Social Services budget with the transfer of the funds from the vacant positions in account A60101 51001 salaries and fringes to account A60104-54059 Professional Services within the department of Social Services; and be it further

RESOLVED, that the Director of Finance make the journal and accounting entries required to implement the intent of this resolution.

RESOLUTION NO. _____

9/26/23 OFA Covid Funds Adj 23

Authorization to make necessary adjustments to Cayuga County Office for the Aging budget lines to fully utilize remaining Covid funding.

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

WHEREAS, the Office for the Aging has received multiple grants as a result of the COVID pandemic and some of these funds are not yet exhausted; and

WHEREAS, there is a discrepancy in the unused grant fund amount carried forward following the acceptance of the grant funds in 2020 and 2021 and this needs to be corrected to fully claim these grants before they expire; now therefore it be

RESOLVED, that the Cayuga County Office for the Aging be authorized to:

Increase Contractual	A67734-54420	\$112,000
Increase Revenue	A67730-44776	\$112,000

And be it further

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

RESOLUTION NO. _____ **9/26/23** **OFA fill PT Aging Services Spec**

Authorization to fill Part-time Aging Services Specialist in the Office for the Aging

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

WHEREAS, a part-time Aging Services Specialist position (Pos. 7935) in the Office for the Aging will be vacant by 9/29/23 due to a resignation; and

WHEREAS, this position is critical to serving the seniors of Cayuga County and is budgeted annually; now therefore be it

RESOLVED, that the Director of the Office for the Aging be hereby authorized to fill a Part-time Aging Services Specialist in accordance with the Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Authorization to Fill is valid through March 26, 2024, per resolution No. 307-20.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Thursday, August 31, 2023 4:04 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	8/31/2023
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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***

**** 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
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Cayuga County Department	Office for the Aging
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Job Title Being Requested (Exact Civil Service Title)	Aging Services Specialist P/T
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Position Control Number	7935
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Position Status	Permanent
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Position Designation	Part-Time
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Budget Account Number	A67721-51002
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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	Part II
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Probationary Salary Amount	25.61
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Step 1 Amount (Part II)	25.76
Starting Salary for Position Requested	25.61
Justification for Salary Requested	Per 2023 Cayuga County Comp Plan
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	This position is vital to providing services for 500 older adults who receive services through the Senior Nutrition Program.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	100%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Position is budgeted annually.
Department Head	Brenda Wiemann
Date	8/31/2023
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority
(Section Break)	

Approved 09-01-23

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Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____

9/26/23

MH Fill Staff Social Worker

Authorize the filling of a full-time Staff Social Worker position at the Community Mental Health Center

By: Elane Daly, Chair of the Health & Human Services Committee
Hans Pecher, Chair of the Ways & Means Committee

WHEREAS, there is an anticipated vacancy for a Staff Social Worker (PC#3404) position in the Mental Health Center (MHC) due to a resignation; and

WHEREAS, the last day of work for the individual was September 22nd, 2023; and

WHEREAS, the position of Staff Social Worker (PC#3404) is critical to providing continuity of care at the MHC and the caseload would need to be transferred to the new Staff Social Worker; and

WHEREAS, the funding exists in the current Mental Health budget salary account A43101-51001; now therefore be it

RESOLVED, that the Director of Community Services be authorized and directed to fill the position of Staff Social Worker (PC#3404); and be it further

RESOLVED, that the Authorization to Fill is valid through March 26, 2024, per resolution No. 307-20; and be it further

RESOLVED, that the filling of positions be in accordance with the Cayuga County Civil Services Rules and Regulations and the policies of the County of Cayuga.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Tuesday, August 22, 2023 11:58 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 8/22/2023

Authorization To: Fill Only

**** 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 Mental Health

Job Title Being Requested (Exact Civil Service Title) Staff Social Worker

Position Control Number 3404

Position Status Permanent

Position Designation Full-Time

Budget Account Number A43101 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 30

Probationary Salary Amount	\$65,185
Step 4 Amount (CSEA)	\$72,404
Starting Salary for Position Requested	\$65,185
Justification for Salary Requested	CSEA Probationary amount
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	The position is critical to providing continuity of care at the MHC
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?	None
Department Head	Lauren Walsh
Date	8/22/2023
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)

Approved 08-22-23

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Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____

9/26/23

MH Psych NP Stipends.rev

Authorizing the Chair of the Cayuga County Legislature and the Director of Community Services to provide two Nurse Practitioners a stipend for psychiatric care at Cayuga County Jail

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

WHEREAS, the NYS Commission of Corrections requires quality psychiatric care in the Cayuga County Jail, and

WHEREAS, the number of inmates with mental health needs continue to increase; and

WHEREAS, to meet this need, the Mental Health Department has been assigning two psychiatric prescribers, a psychiatrist and a nurse practitioner, who are employed full-time by the Cayuga County Mental Health Center to work additional duties at the Cayuga County Correctional Facility; and

WHEREAS, CCCMHC's prescribing staff are willing and interested in taking part the psychiatric care of incarcerated individuals including medication evaluations, education, management, as well as consultation to the Licensed Clinical Social Worker; and

WHEREAS, CCCMHC's plan is to have two Nurse Practitioners and a Supervising Nurse Practitioner available to fulfill the increasing needs of the Jail population; and

WHEREAS, to accomplish this goal, Cayuga County Mental Health is requesting to transfer the \$15,275 stipend from Position #7061 to Psychiatric Nurse Practitioner Position # 7706 to provide Psychiatric care in the Jail, which is budgeted in the 2023 budget; and

WHEREAS, Cayuga County Mental Health is further requesting to transfer the \$15,275 stipend from the Staff Psychiatrist Position #6247 to Psychiatric Nurse Practitioner Position # 9814 to provide Psychiatric care in the Jail, which is budgeted in the 2023 budget; and

WHEREAS, due to the increasing mental health needs in the jail, CCMHC is also requesting to add another stipend of \$15,275 for the Senior Psychiatric Nurse Practitioner existing at the CCCMHC, which will be reimbursed by incarcerated individual telephone revenue existing in the Sheriff's budget; and

WHEREAS, the Sheriff has been consulted and joins in this request in order to meet the increasing demands of the Jail;

NOW THEREFORE BE IT,

RESOLVED, that additional compensation be authorized for Psychiatric Nurse Practitioners (Position # 7706 and Position # 9814) and be removed from the Psychiatric Nurse Practitioner (position # 7061) and staff psychiatrist (position # 6247), in the amount of \$15,275 annually as compensation for these additional duties to the extent they are assigned and performed by these prescribers and; be it further

RESOLVED, the Cayuga County Legislature authorizes a stipend payment to Supervising Psychiatric Nurse Practitioner (position # 8265) in the amount of \$15,275 annually as compensation for these additional duties to the extent they are assigned and performed by this prescriber and; be it further

RESOLVED, that the Cayuga County Finance Department hereby authorized and directed to make the relevant transfer to make the journal and accounting entries required to implement the intent of this resolution and; be it further

RESOLVED, that this resolution shall take effect immediately.

RESOLUTION NO. _____ **9/26/23** **MH Fill Staff Social Worker rev**

Authorize the filling of a full-time Staff Social Worker position at the Cayuga County Jail

By: Elane Daly, Chair of the Health & Human Services Committee
Hans Pecher, Chair of the Ways & Means Committee

WHEREAS, there is an anticipated vacancy for a Staff Social Worker (PC# 7745) position at the Cayuga County Jail (MHC) due to a resignation; and

WHEREAS, the last day of work for the Staff Social Worker is September 29th, 2023; and

WHEREAS, the position of Staff Social Worker (PC# 7745) is necessary to meet the immediate critical need for evaluation and assessment of incarcerated individuals; 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, the funding exists in the current Mental Health budget salary account A43101-51001; now therefore be it

RESOLVED, that the Director of Community Services be authorized and directed to fill the position of Staff Social Worker (PC# 7745); and be it further

RESOLVED, that this authorization to fill shall be valid through March 26, 2024 pursuant to Resolution 307-20; and be it further

RESOLVED, that the filling of positions be in accordance with the Cayuga County Civil Services Rules and Regulations and the policies of Cayuga County.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Monday, September 11, 2023 3:37 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 9/11/2023

Authorization To: Fill Only

**** 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 Mental Health

Job Title Being Requested (Exact Civil Service Title) Staff Social Worker

Position Control Number 7745

Position Status Permanent

Position Designation Full-Time

Budget Account Number A43101 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 30

Probationary Salary Amount	\$65,185
Step 4 Amount (CSEA)	\$72,404
Starting Salary for Position Requested	\$65,185
Justification for Salary Requested	CSEA Probationary amount
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	The position is critical to providing mental health care at the CC Jail
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?	None
Department Head	Lauren Walsh
Date	9/11/2023
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 09-11-23

Diann Ferris

Diann Ferris
Human Resources Administrator