



AGENDA
JUDICIAL & PUBLIC SAFETY COMMITTEE
Tuesday, November 14, 2023 to follow Public Works
Live Stream Link: <https://www.youtube.com/watch?v=n1S-L7Nw6WQ>

CALL TO ORDER: By Hon. Mark Strong, Chair

MEMBERS: Legislators Elane Daly, Andy Dennison, Michael Didio, Aileen McNabb-Coleman, Heidi Nightengale, and Chris Petrus

MINUTES TO APPROVE: October 10, 2023

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

Denise Spingler (911) –

- **Policy Matters for Committee**
 - **911 Coordinator Conference – October 2023**
 - Great presentation on PTSD
 - Lengthy discussion related to dispatcher retirement – lobbying in Albany in January
 - Discussion related to dispatcher salaries and the need to improve them statewide for recruitment and retention
 - **Grant Information**
 - PSAP Grant Award – \$213,957 (training / personnel costs)
 - SICG Award – 705,292 (maintenance of communications system)
- **Emergency Communications System**
 - **Radio Replacement Project**
 - Continuing to work through logistics of grant

Lloyd Hoskins (Assigned Counsel) –

- There were **63** arraignments at the Centralized Arraignment Program for the month of October. The Assigned Counsel office calendared twelve attorneys to cover the 7am and 7pm arraignments. The attorney cost associated with CAP for October was \$11,070.00. *These expenses were paid from an ILS (Indigent Legal Services) grant.* Of the 63 arraignments, **27** (43%) were for town/village courts, **33** (52%) for Auburn City Court and **3** (5%) for Family Court. **36** (57%) defendants were released (ROR), **26** (41%) defendants were held on bail or held for other reasons, and **1** (1%) was dismissed. Of the 63 arraignments, 32 (51%) were brought in on arrest/bench warrants. 18 Orders of Protection were issued.
- There were **53** Counsel at First Appearance for Auburn City Court and **11** Counsel at First Appearance in town/village courts. The Assigned Counsel office calendared fifteen attorneys to cover the “on-call” arraignments. The attorney cost associated with Counsel at First Appearance for October was \$9,125.00. *These expenses were paid from an ILS (Indigent Legal Services) grant.*
- The Assigned Counsel office made attorney assignments to **43** defendants in Auburn City Court and **20** defendants in justice courts for October. A total of **45** assignments were made in Family Court.
- Legal Counsel Expenses:
 - January - \$82,694.92 + CAP/CAFA - \$19,130.00 = \$101,824.92
 - February - \$88,744.96 + CAP/CAFA - \$16,770.00 = \$105,514.96
 - March - \$92,850.30 + CAP/CAFA - \$19,440.00 = \$112,290.30
 - April - \$101,443.08 + CAP/CAFA - \$18,430.00 = \$119,873.08
 - May - \$179,928.82 + CAP/CAFA - \$19,300.00 = \$199,228.82
 - June - \$153,671.85 + CAP/CAFA - \$20,820.00 = \$174,491.85
 - July - \$134,570.10 + CAP/CAFA - \$19,730.00 = \$154,300.10
 - August - \$159,704.29 + CAP/CAFA - \$21,915.00 = \$181,619.29
 - September - \$210,711.75 + CAP/CAFA - \$19,500.00 = \$230,211.75
 - October - \$137,159.94 + CAP/CAFA - \$20,195.00 = \$157,354.94

- Legal Counsel Revenues:
 - 1st quarter 2023 - \$137,753.82
 - 2nd quarter 2023 - \$205,493.27
 - 3rd quarter 2023 - \$237,089.68

Dr. Adam Duckett (Coroner) – No updates

Brittany Antonacci (District Attorney) –

- Committee Report
 - Grand Jury Indictments for month of October: 13
 - Offer extended and accepted to fill one vacant ADA position
 - Multiple applicants for the 2nd vacancy
- DCJS Annual Report Statistics:
 - 2023 January – March Statewide Trends**
 - Statewide, arrests increased 16% in the first quarter of 2023 compared to the first quarter of 2022. Felony arrests were up 16% and misdemeanor arrests were also up 16%
 - While there were increases in most arrest categories, arrests for Class A Felony – Not Drug decreased in the first quarter of 2023
 - Felony indictments and SCIs increased in the first quarter of 2023 when compared to the first quarter of 2022, increasing from 7,289 to 7,927
 - The median number of days between arrest and superior court arraignment decreased from 107 days in the first quarter of 2022 to 82 days in the first quarter of 2023
 - The median number of days between superior court arraignment and final disposition decreased from 274 days in the first quarter 2022 to 259 days in the first quarter of 2023
 - There were 315 trials in superior court in the first quarter of 2023 compared to 215 in the first quarter of 2022
 - There were 3,058 non-YO sentences to prison in the first quarter of 2023, compared to 2,633 in the first quarter of 2022
 - There were 40 YO Sentences to Prison in the first quarter of 2023 compared to 34 in first quarter of 2022

Riley Shurtleff (Emergency Services) – No updates

Jay DeWispelaere (Probation) –

- **Staffing:**
 - Due to a personnel matter a Probation Officer I position has become vacant. Permission is being sought to fill this position which is budgeted for 2023 and 2024.
- **Thank You:**
 - As of November 30, 2023 I will be ending my career as a Probation Officer, after just under 31 years of service to Wayne and Cayuga Counties.
 - Cayuga Co. afforded me the opportunity to reach the top of my profession, for which I am grateful. In November, 2014 I was promoted from Senior Probation Officer directly to Director of Probation, a rare occurrence then and now. Thank you David Gould, Mike Russell, Mike Chapman and Suzanne Sinclair.
 - My sincere thanks for guidance and support to Lloyd Hoskins and Sheriff Brian Schenck. I would also like to recognize the dedication and support of Cayuga Co. Legislators, my fellow department heads and, most importantly, the staff of the Cayuga Co. Department of Probation; there is no more dedicated group of professionals who quietly go about their jobs on behalf of the people of Cayuga County.

Brian Schenck (Sheriff) –

- At the time of this report, we are holding 159 incarcerated individuals in the jail. This includes 15 Federal board ins, 3 Local board ins, 8 NY State Parolees detained for new charges and 2 Parolees detained for a violation of parole.
- We recently filled 1 full time Licensed Practical Nurse position in the jail as well as 1 Custody Officer position. We have 28 registrants for the December Custody Officer training and experience exam. Recruiting via outreach events and other means remains a priority.
- The Undersheriff has initiated a project to update our physical records room and purge documents that are no longer needed. This will prepare us for accreditation review and future digitizing of our files moving forward.
- Implementation of the Saferwatch App and platform is moving forward with IT coordinating this effort in partnership with our agency and the 911 Center.
- A number of threat assessment and management cases have been initiated since the start of the school year. This multidisciplinary effort continues to yield positive results.

RESOLUTIONS:

- 911:**
- 11-23-JP-1 Authorizing the Chairman of the Cayuga County Legislature and the Cayuga County 911 Administrator to accept a Public Safety Answering Point Grant awarded by the Office of Interoperable Communications. The grant will be used to offset personnel expenses and operating costs associated with 911 center.
- 11-23-JP-2 Authorizing the Chairman of the Cayuga County Legislature and the Cayuga County 911 Administrator to accept a statewide Interoperable Communications Grant awarded by the Office of Interoperable Emergency Communications. The grant will be used to offset expenses associated with the Emergency Communications System.
- 11-23-JP-3 Authorizing the Chairperson of the Legislature to sign a contract with Global Medical Response to provide nurse navigator assistance associated with low priority medical calls in Cayuga County.

DISTRICT ATTORNEY:

- 11-23-JP-4 Authorizing the District Attorney to fill two (2) Assistant District Attorney vacancies in the District Attorney's Office
- 11-23-JP-5 Authorizing the execution of an agreement with Axon Enterprise, Inc. for Digital Evidence Storage of Body Worn Camera Footage
- 11-23-JP-6 Authorization to provide paid overtime to District Attorney support staff for additional duties worked on DREAMS Project (Phase 4)
- 11-23-JP-7 Authorizing the District Attorney to fill a Law Associate vacancy in the District Attorney's Office

PROBATION:

- 11-23-JP-8 Authorization to fill one (1) Probation Officer Title in the Cayuga County Probation Department

SHERIFF:

- 11-23-JP-9 Authorizing the Sheriff's Office to accept grant funding for pro-active DWI enforcement.
- 11-23-JP-10 Authorization to change civil service titles within the Cayuga County Sheriff's Office
- 11-23-JP-11 Authorize the Chair of the Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Westwood Pharmacy to provide incarcerated individual pharmaceutical services to the Cayuga County Jail.
- 11-23-JP-12 Authorizing the Chairman of the Legislature and the Cayuga County Sheriff to accept a grant from the New York State Governor's Traffic Safety Committee.
- 11-23-JP-13 Authorizing budget transfers for the Cayuga County Sheriff's Office for medical care expenses in the jail.

ADJOURNMENT: Tuesday, December 5, 2023

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. _____

11/28/23

911 Grant acceptance

Authorizing the Chairman of the Cayuga County Legislature and the Cayuga County 911 Administrator to accept a Public Safety Answering Point Grant awarded by the Office of Interoperable Communications. The grant will be used to offset personnel expenses and operating costs associated with 911 center.

BY: Mr. Mark Strong, Chairperson, Judicial and Public Safety Committee
Mr. Hans Pecher, Chairperson, Ways & Means Committee

WHEREAS, Cayuga County 911 was awarded \$213,957 in a Public Safety Answering Points Grant (PSAP); and

WHEREAS, the funds will be utilized to support personnel costs and training expenses associated with the 911 Center; and

WHEREAS, the period of performance is January 1, 2023 through December 31, 2023; now therefore be it

RESOLVED, that the Chairman of the Cayuga County Legislature and the Cayuga County 911 Administrator are hereby authorized to accept the grant and to sign all documents necessary for acceptance and execution of the grant; and be it further

RESOLVED, that the Cayuga County Treasurer’s Office is hereby authorized to create revenue and expense accounts associated with this project;

| | | |
|-------------------|---------------------------|-----------|
| Increase Revenue: | A30200 44091 Fed Aid PSAP | \$213,957 |
| Increase Expense: | A30204 54135 Training | \$9,000 |

RESOLUTION NO. _____

11/28/23

911 SICG acceptance

Authorizing the Chairman of the Cayuga County Legislature and the Cayuga County 911 Administrator to accept a statewide Interoperable Communications Grant awarded by the Office of Interoperable Emergency Communications. The grant will be used to offset expenses associated with the Emergency Communications System.

BY: Mr. Mark Strong, Chairperson, Judicial and Public Safety Committee
Mr. Hans Pecher, Chairperson, Ways & Means Committee

WHEREAS, Cayuga County 911 was awarded \$705,292 in a Statewide Interoperable Communications Grant (SICG); and

WHEREAS, the funds will be utilized to offset expenses associated with the emergency communications system; and

WHEREAS, the period of performance is January 1, 2024 through December 31, 2026; now therefore be it

RESOLVED, that the Chairman of the Cayuga County Legislature and the Cayuga County 911 Administrator are hereby authorized to accept the grant and to sign all documents necessary for acceptance and execution of the grant; and be it further

RESOLVED, that the Cayuga County Finance Director is hereby authorized to make the necessary journal entries.

RESOLUTION NO. _____

Action Date 11.28.23

911 NurseNavigator.rev

AUTHORIZING THE CHAIRPERSON OF THE LEGISLATURE TO SIGN A CONTRACT WITH GLOBAL MEDICAL RESPONSE TO PROVIDE NURSE NAVIGATOR ASSISTANCE ASSOCIATED WITH LOW PRIORITY MEDICAL CALLS IN CAYUGA COUNTY.

**BY: Mr. Mark Strong, Chairperson, Judicial and Public Safety Committee
Mr. Hans Petcher, Chairperson, Ways & Means Committee**

WHEREAS, the County has been notified that American Medical Response (AMR) will no longer provide emergency medical services to the residents of Cayuga County; and

WHEREAS, AMR provided a critical service to the County citizens responding to approximately 2500 emergency calls per year; and

WHEREAS, Global Medical Response provides a service called Nurse Navigator in which low priority calls are passed to a nurse for triage; and

WHEREAS, the goal of the system is to assist in taking calls out of the dispatch system, and reducing the need for medical transport; and

WHEREAS, Global Medical Response has submitted a quote in the amount of \$60,000 in set up costs and a monthly fee of \$10,500 for 24/7 coverage; now therefore be it

RESOLVED, that the Chairman of the Legislature is hereby authorized to sign a one-year contract with Global Medical Response at a cost not to exceed \$186,000 for the period of January 1, 2024 through December 31, 2024 and upon such form as may be approved by the County Attorney.

RESOLUTION NO. _____

11/28/23

DA Auth. To Fill ADA's

Authorizing the District Attorney to fill two (2) Assistant District Attorney vacancies in the District Attorney's Office

BY: Hon. Mark D. Strong, Chairman, Judicial & Public Safety; and
Hon. Hans Pecher, Chairman, Ways and Means

WHEREAS, the District Attorney, Brittany Grome Antonacci, has two (2) vacancies in the position of Assistant District Attorney (Position #8728 & Position #7716); and

WHEREAS, the full-time Assistant District Attorney positions are critical positions in the District Attorney's office responsible for prosecuting misdemeanor and felony level offenses, handling hearings, discovery, grand jury, motions, trials, and post-conviction work; and

WHEREAS, the Legislature wishes to continue these important prosecutorial positions in the District Attorney's Office; and

WHEREAS, these positions are budgeted for the entire year; now therefore be it

RESOLVED, that the Legislature hereby authorizes the filling of Assistant District Attorney (Position #8728 & Position #7716); and be it further

RESOLVED, that the Human Resources Administrator has reviewed these positions and confirmed that these positions are in Part IV of the Compensation Plan at Grade Level 1 of the Legal Group; and be it further

RESOLVED, that the positions will be filled at a salary within the hiring band determined by the Human Resources Administrator's review; and be it further

RESOLVED, that the foregoing be accomplished in accordance with Cayuga County 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 May 28, 2024 per Resolution No. 307-20.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Wednesday, November 1, 2023 11:12 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 | 11/1/2023 |
| 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 | District Attorney |
| Job Title Being Requested (Exact Civil Service Title) | Assistant District Attorney |
| Position Control Number | 08728 and 07716 |
| Position Status | Permanent |
| Position Designation | Full-Time |
| Budget Account Number | A1165 District Attorney |
| 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 IV |
| Part IV Grade | Other |

| | |
|---|---|
| Enter Other Grade | Grade Level 1 (Legal Group) |
| Minimum Salary (Part IV) | 78,846 |
| Base/Current Salary (Part IV) | 92,000 |
| Starting Salary for Position Requested | Hiring Range 78,846-98,000 |
| Justification for Salary Requested | The position will be filled at a salary within the hiring band determined by the Human Resources Administrator's review. |
| Does position include fringe benefits? | Yes |
| What is the justification for filling this position AND why is it important for your department? | The District Attorney's has a vacancy. The full-time Assistant District Attorney is a critical prosecutorial position. It is imperative to have all vacancies filled as soon as possible. |
| 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 position is currently budgeted and will be budgeted in future fiscal years. |
| Department Head | Brittany Grome Antonacci |
| Date | 11/1/2023 |
| 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 | Jeannette McCormick |
| Title of Person Submitting on Behalf of Department or Agency Head | Executive Assistant to District Attorney |
| (Section Break) | |

Approved 11-1-23

Diann Ferris

Diann Ferris
Human Resources Administrator

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RESOLUTION NO. _____ 11/28/23 DA Agmt Axon-Storage Body Worn Camera Program

Authorizing the execution of an agreement with Axon Enterprise, Inc. for Digital Evidence Storage of Body Worn Camera Footage

BY: Hon. Mark D. Strong, Chairman, Judicial & Public Safety; and
Hon. Hans Pecher, Chairman, Ways & Means

WHEREAS, with the implementation of the Law Enforcement Body Worn Camera Programs within the Cayuga County Sheriff's Road Patrol Division, Auburn Police Department, and the New York State Police, the District Attorney's Office needs a storage plan for body worn camera footage with case management integration capability with our current Prosecutors Case Management System (PCMS); and

WHEREAS, Axon Enterprise, Inc. will provide 10GB Evidence Storage over a five (5) year period (1/1/2024 thru 12/31/2028) for a total cost of \$18,000 with an annual billing starting at \$3,323.28 (December 2023), \$3,456.22 (December 2024), \$3,594.47 (December 2025), \$3,738.25 (December 2026), and \$3,887.78 (December 2027); and

WHEREAS, funds for the purchase have been included in the 2024 budget request and the cost will be covered by the Criminal Justice Discovery Reform Grant; now therefore be it

RESOLVED, that the Cayuga County District Attorney be authorized to enter a five (5) year contract with Axon Enterprise, Inc. to supply the digital storage for the body worn camera footage; and be it further

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

RESOLUTION NO. _____ 11/28/23 DA Overtime Authorization DREAMS Project.rev2**Authorization to provide paid overtime to District Attorney support staff for additional duties worked on DREAMS Project (Phase 4)**

BY: Hon. Mark D. Strong, Chairman, Judicial & Public Safety
 Hon. Hans Pecher, Chairman, Ways & Means

WHEREAS, Resolution No. 93-22 established and funded a Capital H Account to support a multi-phase/multi-year Digital Records Electronic Access Management System (DREAMS) project; and

WHEREAS, the District Attorney's records occupy approximately 1,146 cubic square feet (801 banker's boxes) on the 2nd and 3rd floors of the Cayuga County Records Retention Center; and

WHEREAS, the District Attorney's Office is included in phase 4 of the DREAMS project, and has met with the County Clerk and Records Retention Manager on several occasions to discuss digitizing and destroying the District Attorney's stored records over the next three-year period (2024, 2025 & 2026); and

WHEREAS, the District Attorney's criminal records have "Access Restrictions" under the Use & Dissemination Agreement between NYS Division of Criminal Justice Services and Cayuga County District Attorney's Office, and criminal records must be scanned and uploaded into the Prosecutors Case Management System/Digital Evidence Management System (PCMS/DEMS) in accordance with the MOU with the New York Prosecutor's Training Institute; and therefore, cannot be sent out to a sub-contractor to be scanned into an outside cloud-based archival system; and

WHEREAS, the District Attorney's support staff has knowledge of all criminal records, and they are trained in all aspects of scanning and uploading these records into PCMS/DEMS; and

WHEREAS, the cost of digitizing and destroying records through a sub-contractor is approximately \$280-\$350 per box; and

WHEREAS, the District Attorney's support staff are willing to work additional hours to complete the DREAMS project at a cost savings of approximately \$190,000; now therefore be it

RESOLVED, that the Cayuga County Legislature authorizes an MOU between the County Clerk and the District Attorney whereby the County Clerk agrees to reimburse the District Attorney for overtime expenditures paid to District Attorney employees who perform the work of digitizing DA records in accordance with New York State requirements;

RESOLVED, that the Cayuga County Legislature waives the overtime regulation for support staff who are exempt under the Fair Labor Standards Act; and be it further

RESOLVED, that overtime be paid to the below support staff for only those additional hours worked on the DREAMS Project in excess of the normal work week at straight time from 35 to 40 hours per week, and premium time (i.e., time and a half) for hours worked over 40 hours per week effective 1/1/2024 through 12/31/2026

Executive Assistant to the District Attorney (Position #7993)
 Administrative Assistant to District Attorney (Position #1793)
 Confidential Secretary to D.A., I (Position #1792)
 Confidential Secretary to D.A., II (Position #8648)
 Paralegal (Position #1790)
 Victim/Witness Program Coordinator (Position #1787)

And be it further

RESOLVED, that the Cayuga County Finance Department hereby be authorized and directed to make the relevant transfers to make the journal and accounting entries appropriate and necessary to implement the intent of this resolution.

RESOLUTION NO. _____

11/28/23

DA.VACANCY SR ADA

Authorizing the District Attorney to fill a Law Associate vacancy in the District Attorney's Office

BY: Hon. Mark D. Strong, Chairman, Judicial & Public Safety; and
Hon. Hans-Peter Pecher, Chairman, Ways and Means

WHEREAS, the District Attorney, Brittany Grome Antonacci, has a vacancy in the position of Law Associate (Position #8775); and

WHEREAS, the District Attorney is in immediate need of additional legal assistance due to current Assistant District Attorney vacancies; and

WHEREAS, the Legislature is desirous of providing assistance in the form of a Law Associate; and

WHEREAS, funding for the Law Associate will come from the budgeted salaries of the vacant Assistant District Attorney positions; and

WHEREAS, applicant(s) will seek a Practice Order through the Appellate Division, Fourth Judicial Department under Judiciary Law Sections 478 and 484; and

WHEREAS, upon admittance to the New York State Bar and receipt of their license to practice as an Attorney in the State of New York the Law Associate would be hired as an entry level Assistant District Attorney, and the Law Associate position would be unfunded; now therefore be it

RESOLVED, that the Legislature hereby authorizes the filling of Law Associate (Position #8775) to enhance recruitment efforts for eligible candidates, who are recent law school graduates who passed the New York State Bar Exam and are awaiting admission to the New York State Bar and issuance of a license to practice as an attorney in the State of New York; and be it further

RESOLVED, that the upon admission to the New York State Bar and issuance of a license to practice as an attorney in the State of New York, the Law Associate be hired as an Assistant District Attorney; and be it further

RESOLVED, that the Human Resources Administrator has reviewed the position of Law Associate and confirmed that the position is in Non-Bargaining Part IV of the Compensation Plan at Grade 4; and be it further

RESOLVED, that the position will be filled at a salary within the hiring band determined by the Human Resources Administrator's review; and be it further

RESOLVED, that the foregoing be accomplished in accordance with Cayuga County 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 April 30, 2024 per Resolution No. 307-20.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Wednesday, November 1, 2023 11:39 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 | 11/1/2023 |
| 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 | District Attorney |
| Job Title Being Requested (Exact Civil Service Title) | Law Associate |
| Position Control Number | 08775 |
| Position Status | Temporary |
| How long do you anticipate the temporary appointment to last? | 0-3 months |
| Position Designation | Full-Time |
| Budget Account Number | A1165 District Attorney |
| Is a position being abolished to create the new position? | No |
| Is the salary of requested position in the current comp plan? | No |

| | |
|---|---|
| Comp Plan Requested Position WILL BE IN | Part IV |
| Part IV Grade | 4 |
| Minimum Salary (Part IV) | 63,290 |
| Base/Current Salary (Part IV) | NA |
| Starting Salary for Position Requested | Hiring Range 63,290 - 65,000 |
| Justification for Salary Requested | The position will be filled at a salary within the hiring band determined by the Human Resources Administrator's review. |
| Does position include fringe benefits? | Yes |
| What is the justification for filling this position AND why is it important for your department? | The District Attorney is in immediate need of additional legal assistance (4 current ADA vacancies). We have an interested candidate who will be admitted to the New York State Bar and for license to practice as an attorney in the State of New York in January 2024. |
| 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 funding for this position will come from the four ADA vacancies in the department. Once the Law Associate candidate is admitted to the New York State Bar and licensed to practice as an attorney in the State of New York, the candidate will be hired as an Assistant District Attorney, which will be budgeted in future fiscal years. |
| Department Head | Brittany Grome Antonacci |
| Date | 11/1/2023 |
| 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 | Jeannette McCormick |

Title of Person Submitting Executive Assistant to District Attorney
on Behalf of Department or
Agency Head

(Section Break)

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Approved 11-1-23

Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____

11/28/23

PRO Fill Probation Officer position

Authorization to fill one (1) Probation Officer Title in the Cayuga County Probation Department

By: Mark Strong, Chair, Judicial & Public Safety Committee
Hans Pecher, Chair, Ways and Means Committee

WHEREAS, a vacancy has occurred within the Probation Department due to the termination of a Probation Officer; and

WHEREAS, the last day in the office for this Probation Officer is November 3, 2023, and

WHEREAS, this title is critical to the efficiency of the Probation Department; and

WHEREAS, this is a budgeted position within the Probation Department's Salary Account (A31401 51001) for the 2023 budget; therefore, be it

RESOLVED, the Director of Probation is authorized to fill the vacant position of Probation Officer in accordance with the provisions of Civil Service Law, and the policies of County of Cayuga.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Monday, November 13, 2023 3:09 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 11/13/2023

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 Probation

Job Title Being Requested (Exact Civil Service Title) Probation Officer I

Position Control Number 007931

Position Status Permanent

Position Designation Full-Time

Budget Account Number A31401-51001

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 | Starting salary for this position. Individual hired will be filling an entry level Probation Officer I 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 one of the Probation Department's complement of sworn staff. A Probation Officer I supervises offenders placed or sentenced to supervision, in addition to completing court ordered investigations. Duties may include supervising juvenile delinquents, sex offenders or in a specialized investigations caseload. |
| 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? | This position is included in the department's annual budget for full time positions. There is no additional impact to the county budget |
| Department Head | Jay A. De Wispelaere |
| Date | 11/13/2023 |
| Attestation | I am the department or agency head listed above authorized to submit by the appointing authority |
| (Section Break) | |

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Approved 11-13-23

Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____

11/28/23

SHR Accept Grant Funding

Authorizing the Sheriff's Office to accept grant funding for pro-active DWI enforcement.

By: Mark Strong, Chair, Judicial & Public Safety Committee
Hans Pecher, Chair, Ways & Means Committee

WHEREAS, the Cayuga County Sheriff's Office has been approved to receive grant funding in the amount of \$2500.00 to be utilized for Road Patrol overtime to provide pro-active DWI traffic enforcement; and

WHEREAS, the grant funding has been authorized to come to the Cayuga County Sheriff's Office via the Cayuga Community Health Network's Sober Truth on Preventing (STOP) Underage Drinking Act (ACT) Program through the Cayuga Community Health Network; and

WHEREAS, this funding will be utilized to increase DWI enforcement throughout Cayuga County; now therefore be it

RESOLVED, that the \$2500.00 grant from the Cayuga Community Health Network's STOP-ACT Program be accepted and transferred to the Sheriff's budget; and

RESOLVED, that said funds be transferred into the Sheriff's A31100-41513 revenue line, increasing the revenue in that line by \$2500.00 for the 2023 budget year; and be it further

RESOLVED, that the Sheriff's A31101-51003 overtime budget line for 2023 be increased by \$2500.00; and be it further

RESOLVED, that the Cayuga County Finance department is authorized to make all the necessary journal and accounting entries to accomplish the foregoing.

RESOLUTION NO. _____ 11/28/23 SHR Civil Service Titles

Authorization to change civil service titles within the Cayuga County Sheriff's Office

By: Mark Strong, Chair, Judicial & Public Safety Committee
Hans Pecher, Chair, Ways & Means Committee

WHEREAS, The Sheriff's Office has conducted an analysis of the titles within the Cayuga County Sheriff's Office; and

WHEREAS, the Sheriff's Office has conferred with the Cayuga County Civil Service Commission; and

WHEREAS the Commission authorized the changes in title pursuant to a resolution being adopted by the Legislature approving the title changes; now be it therefore be it

RESOLVED, that the below titles be hereby changed as follows:

| <u>Current Title</u> | <u>New Title</u> |
|----------------------------|-------------------------------------|
| Sheriff Custody Officer | Deputy Sheriff (Custody) |
| Sheriff Custody Corporal | Deputy Sheriff Corporal (Custody) |
| Sheriff Custody Sergeant | Deputy Sheriff Sergeant (Custody) |
| Sheriff Custody Lieutenant | Deputy Sheriff Lieutenant (Custody) |
| Sheriff Custody Captain | Deputy Sheriff Captain (Custody) |

And be it further,

RESOLVED, that the changes be made in accordance with the Cayuga County Civil Service Rules and Regulations.

RESOLUTION NO. _____ 11/28/23 SHR Incarcerated Ind. Pharmacy Services

Authorize the Chair of the Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Westwood Pharmacy to provide incarcerated individual pharmaceutical services to the Cayuga County Jail

By: Mark Strong, Chair, Judicial & Public Safety Committee
Hans Pecher, Chair, Ways & Means Committee

WHEREAS, the Cayuga County Sheriff oversees the Cayuga County Jail and is mandated to provide health services and prescription medication as ordered by a physician to those incarcerated individuals housed in said facility per the standards of care set forth in 9 NYCRR 7010; and

WHEREAS, Westwood Pharmacy, 5823 Patterson Avenue, Richmond VA 23226, provides comprehensive pharmaceutical care services in correctional settings for various state and local government entities; and

WHEREAS, Westwood Pharmacy is the current prescription medication provider for the Cayuga County Jail and has been since 2020 when a cost comparison supported a change in prescription medication vendors to Westwood Pharmacy; and

WHEREAS, the NY State County of Erie completed an RFP and awarded to Westwood Pharmacy in May of 2023 for incarcerated individual pharmaceutical services and the agreement includes a provision of General Municipal Law §103, allowing the terms and conditions of the awarded contract to be extended to other governmental entities, thereby allowing Cayuga County to contract with Westwood pharmacy; and

WHEREAS, the funding for the services is currently in the 2023 Cayuga County Jail's operating budget Account No. A31504 54056 (prescriptions and drugs); now therefore be it

RESOLVED, that the Chair of the Cayuga County Legislature and the Cayuga County Sheriff be authorized to execute the necessary documents to enter into a contract with Westwood Pharmacy to provide inmate medications as prescribed to incarcerated individuals in the Cayuga County Jail for a period of up to five years; and be it further

RESOLVED, that said contract documents be signed after approval by the Cayuga County Attorney as to their form.

RESOLUTION NO. _____

11/28/23

SHR -NYGTS Traffic Grant

Authorizing the Chairman of the Legislature and the Cayuga County Sheriff to accept a grant from the New York State Governor's Traffic Safety Committee

By: Hon. Mark Strong, Chair, Judicial & Public Safety Committee
Hon. Hans Pecher, Chair, Ways & Means Committee

WHEREAS, monies were awarded from the New York State Governor's Traffic Safety Committee *Police Traffic Services Grant* for the Cayuga County PTS (Police Traffic Services Program); and

WHEREAS, the New York State Governor's *Traffic Safety Police Services Grant* goals would be to increase seat belt usage and reduce serious injury and death from traffic crashes in the Cayuga County jurisdictions;

WHEREAS, the New York State Governor's *Traffic Safety Police Services Grant*, would provide funding for supplemental traffic enforcement, educational activities, related training, and in some instances, equipment for the Cayuga County PTS; and

WHEREAS, the Cayuga County Sheriff's Office qualified for the 2023-2024 Grant in the amount of \$8,464 for Overtime wages only; now therefore be it

RESOLVED, that the Chair of the Cayuga County Legislature and the Cayuga County Sheriff are authorized and directed to sign the necessary documentation to accept the New York State Governor's Traffic Safety Committee *Police Traffic Services Grant*; and be it further

RESOLVED, the Legislature authorizes an increase to the Sheriff's 2023 Operating Budget, Revenue Account Line A31100 44390 (Fed Aid –Traffic Enforcement Gr) in the amount of \$8,464, and that the Salary Line A31101 51003 (Salary Overtime) be increased in the amount of the Grant (\$8,464); and be it further

RESOLVED, that the Cayuga County Finance Department is authorized to make the journal and accounting entries required to implement the intent of this resolution.

RESOLUTION NO. _____

11/28/23

SHR Trans Funds

Authorizing budget transfers for the Cayuga County Sheriff's Office.

By: Mark Strong, Chair, Judicial & Public Safety Committee
Hans Pecher, Chair, Ways & Means Committee

WHEREAS, the Cayuga County Sheriff's Office is responsible for the medical care of incarcerated individuals to include outside medical services and procedures that cannot be completed by Sheriff's Office staff at the Cayuga County Jail; and

WHEREAS, the cost of providing the mandated medical services and procedures for the incarcerated population has exceeded the budgeted amount in the 2023 Adopted Budget; and

WHEREAS, there continues to be additional need for incarcerated individual medical care through the remainder of the year which is forecasted to exceed the 2023 budget by \$30,000.00; and

WHEREAS, The Cayuga County Sheriff's Office is responsible for providing this ongoing care to the incarcerated population at the Cayuga County Jail; now, therefore, be it

RESOLVED, that budgeted funding be transferred from the General Fund in the amount listed below to the outlined budget line to cover the additional costs as followed:

Transfer \$30,000.00 from the General Fund to increase A31504-54036 (Doctor and Hospitals - Jail) by said amount.

And be it further;

RESOLVED, that the Cayuga County Finance Department is authorized to make all the necessary journal and accounting entries to accomplish the foregoing.