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**AGENDA**
**HEALTH & HUMAN SERVICES COMMITTEE**
**Thursday, February 13, 2020, Chambers – to follow Government Operations**

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

**MEMBERS:** Legislators Michael Didio, Tricia Kerr, Timothy Lattimore, Heidi Nightengale, Hans Pecher, and Charlie Ripley (Vice Chair)

**EXCUSED:**

**OTHERS:**

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

**DISCUSSION:** Bruce Natale, re: Styrofoam ban

**APPOINTMENTS:**
**Office for the Aging Advisory Board**
Arianna Halter, 89 York St., Suite 1, Auburn, NY 13021, Term – 3/1/20 to 12/31/21
Shari Weiss, 2119 West Genesee St. Rd., Auburn, NY 13021, Term – 3/1/20 to 12/31/25

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Brenda Wiemann (Office for the Aging) –**

- Holding several in-services for continuing education: Southern Tier Independence Center Nursing Home Transition Diversion Program, Community Action Program Kinship Care program, NYSARC Trust Services, HomeHeadquarters Housing Assistance – includes OFA direct service staff and invitations to other community professionals in the field.

- March for Meals March 16th – 20th - An opportunity for Legislators to gain firsthand experience with our Senior Nutrition Program. We welcome your participation!

**Kathleen Cuddy (Health) –**

- Public Health 2019 Statistical Report
- Communicable Disease Update: Corona Virus and Hepatitis A
- PH Asset Distribution Drill
- Other

**Ray Bizzari (Mental Health/Social Services) –**

Highlights:

- We submitted a 2nd SAMHSA System of Care grant: 4 year $3.7 million
- Liberty Resources was selected via RFP to provide adult respite…they operate 3 such programs in the region that we have access to as well so we get this additional capacity and the ability to manage overflow.
- Monika is doing a great job working the HEALing Communities study/grant. She can provide an update to HHS if the Committee if interested.
- We recruited a "reserve accommodation" foster home to accept children removed via neglect petition of via parental consent for a 30 day stay. During that stay, the Department works to determine the most appropriate track to take. While a removal is a significant trauma event, we hope this strategy helps. We will be bringing a resolution to hire a Permanency Specialist

Stuff to Pay Attention To:

- We continue to discuss the question of oversight for the jails behavioral health programs.
- The Medicaid cost shift to counties…
- Impact of other proposals in the Governor's budget on OCFS/OTDA funding

- Family First, SNAP changes
- Continue to work on Value Based Payment readiness/implementation

FYI:

- Setting up tele-psychiatry capability for the clinic
- By the time you read this I will have met with Aileen and Elane about the succession plan for the departments
- We've resolved the relevant OMH and State Education issues around the school threat protocol and will be publishing/training shortly

**RESOLUTIONS:**

**OFA:**

2-20-HH-1 Authorizing the renewal of the Lease Agreement between PFI Housing Company of Auburn, Inc for a portion of the premises located at 149 Genesee St., Auburn, New York ("Edward T. Boyle Center") for the Long Term Care Office

2-20-HH-2 Authorizing the Chair of the Cayuga County Legislature and the Director of the Office for the Aging to sign annual contracts with various subcontractors

**HUMAN SERVICES:**

2-20-HH-3 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Catholic Charities if the Finger Lakes to provide supervised visitation services for clients referred to them by the Department of Social Services

2-19-HH-4 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Cayuga Centers for the provision of Family Preservation Services, and Family Support

2-20-HH-5 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Cayuga Counseling Services, Inc. for the Provision of Employment Experience for Public Assistance Recipients

2-20-HH-6 Authorizing the County Legislature and the Director of Community Services to enter into a contract with the Maple Wood Cemetery of Five Corners to provide for indigent burials

2-20-HH-7 Authorizing implementation of transfer of function of a Sr. Computer Systems Technician (DP) in the Information Technology Department to the Department of Social Services pursuant to the recommendation of the Director of Community Services and the Information Technology Department

2-20-HH-8 Authorize the Director of Community Services to fill a Resource Consultant vacancy

2-20-HH-9 Authorizing the Chairman of the Legislature and Director of Community Services to enter into a contract with Salvation Army Pathway of Hope for Case Management of TANF Clients (100% funded)

2-20-HH-10 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Cayuga Centers for provision of three respite beds

2-20-HH-11 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Cayuga Counseling Services, Inc. for the Provision of Supervision & Monitoring Services

2-20-HH-12 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a 2-year contract with Chapel House (Temporary Homeless Shelter for Men)

2-20-HH-13 Authorizing the County Legislature and the Director of Community Services to enter into a contract with Community Action Programs Cayuga/Seneca to provide a CPS Domestic Liaison in DSS

2-20-HH-14 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Hillside Children's Center for recruitment, training and retention of foster parents

2-20-HH-15 Authorizing the Chairman of the Legislature and the Director of Community Services to renew the contract with Community Action Programs Cayuga/Seneca for the Provision of Non-Residential Domestic Violence Services

2-20-HH-16 Authorizing the Director of Community Services to fill a Sr. Typist position in the SNAP Unit of the Department of Social Services due to the reclassification of a Clerk position by the Cayuga County Civil Service Commission

2-20-HH-17 Authorizing the Director of Community Services to fill a Principal Social Welfare Examiner position in the HEAP Unit of the Department of Social Services due to a reclassification of a Senior Social Welfare Examiner position by the Cayuga County Civil Service Commission

**MENTAL HEALTH:**

2-20-HH-18 Authorize the filling of a full-time Staff Social Worker (CMH) at the Community Mental health Center of Cayuga County due to a retirement

2-20-HH-19 Authorizing the Director of Community Services to fill a Sr. Typist position at the Community Mental Health Center of Cayuga County due to the reclassification of a typist position by the Cayuga County Civil Service Commission

**ADJOURNMENT: Thursday, March 12, 2020**

IF YOU HAVE A DISABILITY AND NEED ACCOMMODATIONS, PLEASE CALL THE CLERK OF THE LEGISLATURE'S OFFICE AT 253-1308 AT LEAST 48 HOURS BEFORE THE SCHEDULED MEETING TO ADVISE WHAT ACCOMMODATIONS WILL BE NECESSARY.

**COUNTY OF CAYUGA**
**REQUEST FOR APPOINTMENT FORM**

**Requested Appointment To:** Cayuga County Office for the Aging

**Name of Recommended Appointee:** Arianna Halter
**Address:** 89 York St, Suite 1
Auburn, NY 13021

**This appointment is recommended by:** Brenda Wiemann

**Length of Term: (Start date and End date, not just years)** 3/1/20 12/31/21

**New Term or Unexpired Term?** ☐ **New Term** ☑ **Unexpired Term**

**Name of person previously in this position:** Connie Gile

**Is this a compensated position?** ☐ **Yes** ☑ **No**

**Is this a new appointment or reappointment?** ☑ **New appt.** ☐ **Re-appt.**

**If it is a reappointment, how long have they served?**

**Describe briefly the duties required of the proposed appointee.**

Attend monthly meetings, provide guidance, advice, and support for Office for the Aging programs serving Cayuga County seniors.

**Please provide a brief sketch of the proposed appointee(s) background (education, outside interests, etc.)**

Ms Halter is the Kinship Mental Health Specialist for the Community Action Programs of Cayuga/Seneca counties. Kinship care specializes in supporting relatives, often older adults, who are raising a child/children who cannot live safely with their parents. The program coordinates services for the needs of the child and the needs of the adult caregiver, and works in collaboration with other community agencies such as the Office for Aging to assist families.

# COUNTY OF CAYUGA
# REQUEST FOR APPOINTMENT FORM

**Requested Appointment To:** Cayuga County Office for the Aging

**Name of Recommended Appointee:** Shari Weiss

**Address:** 2119 West Genesee St. Rd
Auburn, NY 13021

**This appointment is recommended by:** Brenda Wiemann

**Length of Term: (Start date and End date, not just years)** 03/01/2020 12/31/2025

**New Term or Unexpired Term?** ☑ **New Term** ☐ **Unexpired Term**

**Name of person previously in this position:** N/A

**Is this a compensated position?** ☐ **Yes** ☑ **No**

**Is this a new appointment or reappointment?** ☑ **New appt.** ☐ **Re-appt.**

**If it is a reappointment, how long have they served?**

**Describe briefly the duties required of the proposed appointee.**

Attend monthly meetings, provide guidance, advice, and support for Office for Aging programs serving Cayuga County seniors.

**Please provide a brief sketch of the proposed appointee(s) background (education, outside interests, etc.)**

Ms. Weiss is the Executive Director of the Cayuga Community Health Network. She has a Ph.D in Public Health, a Master's Degree in Public Administration, and a Bachelor's Degree in Communications. She is a CASAC 2 in good standing with the NYS Office of Alcoholism and Substance Abuse Services. She has worked in Human Services for over 20 years in the fields of: Public Health, Housing, and Addiction Counseling. She has worked with the Office for the Aging in Cortland County in her previousl position, and learning about the services being offered here in Cayuga County.

2-20-HH-1

**RESOLUTION NO. _____ 2/25/20 OFA PFI Housing Agmt**

**AUTHORIZING THE RENEWAL OF THE LEASE AGREEMENT BETWEEN PFI HOUSING COMPANY OF AUBURN, INC FOR A PORTION OF THE PREMISES LOCATED AT 149 GENESEE ST., AUBURN, NEW YORK ("EDWARD T. BOYLE CENTER") FOR THE LONG TERM CARE OFFICE**

BY: Hon. Elane Daly, Chair, Health & Human Services Committee
Hon. Christopher Petrus, Chair, Ways & Means

**WHEREAS,** the Long Term Care Office is currently located at 149 Genesee St., Auburn, NY in the Edward T. Boyle Center (the "Facility"); and

**WHEREAS,** the owner of the Facility, PFI Housing Company of Auburn, Inc. has offered to renew the previous lease under the same terms and conditions without a change in the rental amount; and

**WHEREAS,** it is in the best interests of the County to continue to locate the Long Term Care Office in the Facility for the next two years and the funds have been set out in the 2020 budget for such purpose; now, therefore be it

**RESOLVED,** that the Chair of the Cayuga County Legislature be authorized to enter into an office lease agreement with PFI Housing Company of Auburn, Inc. for a two-year term (Dec. 1, 2019 – Nov. 31, 2021), at a rate of $12,000.00 per year.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: _____

ɔ. Atty:_____

2-20-HH-2

**RESOLUTION NO. _____ DATE: 2/25/2020 OFAContractsApr20**

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

**BY: Elane Daly, Chair, Health & Human Services Committee, and**
**Christopher Petrus, Chair, Ways and Means Committee**

**WHEREAS,** appropriations were approved in the County budget for the year 2020 for various subcontractors (A67724 54118) for the Cayuga County Office for the Aging, in return for which these subcontractors agree to perform certain services for the benefit of Senior Citizens of Cayuga County; now, therefore, be it

**RESOLVED,** that the Cayuga County Administrator and the Director of the County Office for the Aging are hereby authorized and directed to enter into contracts with the subcontractors listed below to provide Expanded In-Home Services for the Elderly (EISEP); provided that the total expenditure for EISEP services shall not exceed $236,686:

April 1, 2020 through March 31, 2021:
EISEP (Expanded In-Home Services for the Elderly)

Home Instead Senior Care - $25.00/hour
Seniors Helping Seniors - $22.00/hour
Stafkings Healthcare Systems, Inc. - $23.60/hour
Self-Direct, Inc. (Response4Help) - $24.95/mth-Medical Alert; $34.95/mth-Telguard units
Highland Patient Transportation - $30.00-Ambulatory; $35.00-Wheelchairt; $115.00 -Stretcher
CSE (Community Services for the Elderly) & AAA (Area Agency on Aging Transportation) Transportation Project, Inc. - Total $63,000
CSE (Community Services for the Elderly) & CSI (Congregate Services Initiative) Boyle Senior Center, Inc. - Total $6,500

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty:

**RESOLUTION NO._____ 2/25/20 HS Catholic Charities Supervised Visitations 2020** 2-20-HH-3

**Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Catholic Charities of the Finger Lakes to Provide Supervised Visitation Services for Clients Referred to them by the Department of Social Services**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, Cayuga County Department of Social Services must provide for supervised visitation services for families who have children in Foster Care; and

WHEREAS, we have seen an increase in young children coming into Foster Care and an increase in the number of court-ordered supervised visits being ordered; and

WHEREAS, the Department desires to contract with Catholic Charities of the Finger Lakes to provide observation of parent and child interactions for scheduled supervised visits as assigned by the Department; and

WHEREAS, Catholic Charities would work cooperatively with the Department to arrange a schedule that is appropriate to the needs of the child, the parent, and other key participants that accommodate the transportation needs of parties involved; and

WHEREAS, as a result of this service, Catholic Charities would provide the Department with a comprehensive, written report detailing observations including the arrival time of participants, the condition of the visitation site, the extent to which the parents interacted and engaged the child, the appropriateness of interaction between the participants and other general observations; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services enter into a contract with Catholic Charities of the Finger Lakes for the period January 1, 2020 to December 31, 2020, for the provision of supervised visitation services at the following rates and upon such form as approved by the County Attorney:

Standard Unit of Service (60 min.).....$42.00
Special Billing Considerations:

- Sessions that exceed 60 min. will be calculated based on the length of time.
- Visitations outside of Cayuga County where travel time exceeds 30 minutes: Catholic Charities will add an additional $21/hr. travel time billed in quarter hour increments.
- When routine conversations with DSS case workers regarding visits extend beyond 15 min., they will be billed as a case conference at $21/hr. billed in quarter hour increments.

and; be it further

RESOLVED, that these services be paid from Account #A60104 54059 of the 2020 Department of Social Services' Budget.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: 1/30/20

**RESOLUTION NO._____** **2/25/20 HS Cayuga Centers FPP, FS 2020** 2-20-HH-4

**Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the Provision of Family Preservation Services, and Family Support**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Department of Social Services is responsible for providing preventive services to forestall foster care placement; and

WHEREAS, such services are reimbursed by the State at 62% net of Federal; and

WHEREAS, Cayuga Centers has provided a number of preventive services to families in Cayuga County including Family Preservation Program focusing on high-risk CPS cases, high-risk adolescents, and Family Support; and

WHEREAS, the Department of Social Services has successfully contracted with Cayuga Centers to provide these services in the past; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to enter into a contract with Cayuga Centers to provide the above services for the contract period of January 1, 2020, through December 31, 2020, upon such form as approved by the County Attorney and at the following costs:

Services
Family Preservation..... $74.68/Unit of Service
Family Support..... $74.68/Unit of Service

RESOLVED, that these services be paid from Account #A60704 54184 of the 2020 Budget of the Department of Social Services.

**Health & Human Services Committee**

Elane Daly, Chair

Michael Didio

Tricia Kerr

Timothy Lattimore

Heidi Nightengale

Hans Pecher

Charlie Ripley

**Ways & Means Committee**

Christopher Petrus, Chair

Keith Batman

Elane Daly

Andy Dennison

Ryan Foley

Benjamin Vitale

Tucker Whitman

Co. Atty: 1/30/20

2-20-HH-5

**RESOLUTION NO._____ 2/25/20 HS Cayuga Counseling Work Experience Contract 2020**

**Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Counseling Services, Inc. for the Provision of Employment Experience for Public Assistance Recipients**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Department of Social Services must provide an employment experience to recipients of Public Assistance Benefits; and

WHEREAS, NYSOTDA has notified Departments of Social Services in New York State that the Districts must provide work experience to Public Assistance recipients for the purpose of maintaining these benefits; and

WHEREAS, the Department of Social Services desires to contract with Cayuga Counseling Services to provide employment experiences for these populations consistent with NYS OTDA and Federal regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to enter into a contract with Cayuga Counseling Services, Inc. to provide these services for the period of January 1, 2020, thru December 31, 2020, in the amount of $43,704.00 upon such form as approved by the County Attorney.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: 1/30/20

2-20-HH-6

**RESOLUTION NO._____ 2/25/20 HS Cemetery Contract Maple Wood 2020**

**Authorizing the County Legislature and the Director of Community Services to Enter into a Contract with the Maple Wood Cemetery of Five Corners to Provide for Indigent Burials**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the County has an obligation to provide burials to indigent persons without available resources; and

WHEREAS, Maple Wood Cemetery of Five Corners has agreed to provide burial plots for indigent persons at a reasonable cost to the County; and

WHEREAS, the Department of Social Services desires to contract with the Maple Wood Cemetery of Five Corners for these burial plots; and

WHEREAS, Maple Wood Cemetery of Five Corners has agreed to provide us with 40 burial plots at the cost of up to $850 per plot; NOW, THEREFORE BE IT

RESOLVED, that the County Legislature and the Director of Community Services be authorized to enter into a contract with Maple Wood Cemetery of Five Corners for the purchase of 40 burial plots for indigent persons at a cost of up to $850 per plot; and be it further

RESOLVED, that these expenses be paid from account #61404 54000 (Safety Net) of the Department of Social Services Budget.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: RG 1/30/20

**RESOLUTION NO._____** **2/25/20** **HS Trans Function IT** 2-20-HH-7

**Authorizing Implementation of Transfer of Function of a Sr. Computer Systems Technician (DP) in the Information Technology Department to the Department of Social Services Pursuant to the Recommendation of the Director of Community Services and the Information Technology Department.**

BY: Elane Daly, Chairman of the Health & Human Services Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, currently, a Sr. Computer Systems Technician (DP) position exists in the Information Technology Department (position control #004044SYS); and

WHEREAS, upon administrative review by both the Director of Community Services and the Information Technology Department, it has been determined that this Sr. Computer Systems Technician (DP)'s function is a better fit under the jurisdiction of the Director of Community Services; and

WHEREAS, in anticipating this Transfer of Function, the Social Services Department funded the Sr. Computer Systems Technician(DP) position in their 2020 Budget; NOW, THEREFORE, BE IT

RESOLVED, that the Transfer of Function of the position described above be hereby ordered and initiated with the effective date of transfer to be March 29, 2020, or as soon as practicable as directed by the County Attorney; and be it further

RESOLVED, that the Department of Information Technology be hereby directed to post a certified list of employees as attached pursuant to NYS CS Law, Section 70.2 "as soon as practicable after the adoption of a law, rule, order or other action direction such as transfer of function, but not less than twenty days prior to the effective date of such transfer, the head of the department or agency from which such function is to be transferred a list of the names and titles of those employees substantially engaged in the performance of the function to be transferred, and shall cause copies of such certified list to be publicly and conspicuously posted in the offices of the department or agency from which such function is to be transferred, along with copies of this subdivision;" and be it further

RESOLVED, that the County Treasurer be hereby authorized to make the appropriate journal entries to carry out the intent of this resolution; and be it further

RESOLVED, that the Legislative Chairman be hereby authorized to enter into any agreements between these departments to implement the intent of this resolution; and be it further

RESOLVED, that the "transfer of function" be facilitated in accordance with NYS Civil Service Law, Cayuga County Civil Service Rules and Regulations, bargaining contracts, and the policies of the County of Cayuga.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: 1/30/20

**RESOLUTION NO._____ 2/25/20 HS Fill Resource Consultant** 2-20-HH-8

**Authorize the Director of Community Services to Fill a Resource Consultant Vacancy**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, there will be a Resource Consultant, grade 16, vacancy (position control #002157) in the Social Services Department due to a retirement; and

WHEREAS, this position is responsible for various duties to recover monies due to the Department by individuals known to the Department, as well as filing liens, assisting with filing estate paperwork, and completing burial applications; and

WHEREAS, this position is funded at 62% State and Federal reimbursement; NOW, THEREFORE, BE IT

RESOLVED, that the Director of Community Services be authorized to fill the vacated Resource Consultant position, and any fill behinds that may occur in a manner consistent with the rules and regulations of the Cayuga County Civil Service Commission and the policies of the County of Cayuga.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: 1/30/20

# 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 | 1/30/2020 |
| 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? | Yes |
| Cayuga County Department | Social Services |
| Job Title Being Requested (Exact Civil Service Title) | Resource Consultant |
| Position Control Number | 002157 |
| 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 Position Is Included In | CSEA |
| CSEA Grade | 16 |
| Probationary Salary Amount | $42,577 |
| Step 4 Amount (CSEA) | $47,795 |

| | |
|---|---|
| Starting Salary for Position Requested | $42,577 |
| Justification for Salary Requested | Probation rate set by CSEA contract |
| Does position include fringe benefits? | Yes |
| What is the justification for filling this position AND why is it important for your department? | Retirement of incumbent, and this position is responsible for various duties to recover monies due to the Department by individuals known to the Department, as well as filing liens, assisting with filing estate paperwork, and completing burial applications. |
| How is this position funded? | Budget |
| Is this a reimbursed position? | Yes |
| How is this position reimbursed (percentage, dollar amount)? | 62% |
| What will the fiscal impact of filling this position in your budget this year and in future fiscal years? | Budgeted for in DSS budget |
| Department Head | Raymond Bizzari |
| Date | |
| Attestation | I am the department or agency head listed above authorized to submit by the appointing authority |

(Section Break)

| | |
|---|---|
| HUMAN RESOURCES SECTION | |
| Signature LHLippoldt HR Administrator | |
| Date 1/27/2020 | |

Email not displaying correctly? View it in your browser.

2-20-HH-9

**RESOLUTION NO._____** **2/25/20 HS Salvation Army Pathway of Hope TANF Case Mgt**

**Authorizing the Chairman of the Legislature and Director of Community Services to enter into a Contract with Salvation Army Pathway of Hope for Case Management of TANF Clients (100% Funded)**

BY: Elane Daly, Chairman of the Health and Human Services Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the County, in an effort to support TANF families to achieve self-sufficiency, has a need to contract with someone to provide case management; and

WHEREAS, these services are used to assist sanctioned or at-risk families to overcome barriers so they can become engaged in appropriate work activities; and

WHEREAS, these services are 100% federally reimbursed through the flexible fund allocation; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be authorized to enter into a contract with Salvation Army Pathway of Hope to provide Case Management Services for the period January 1, 2020 through December 31, 2020, in the amount of $54,000.00 upon such form as approved by the County Attorney; and be it further

RESOLVED, that the charges for these services be paid from Account #A60604 54000.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: 1/30/20

2-20-HH-10

**RESOLUTION NO._____ 2/25/20 HS Cayuga Centers Respite Bed 2020**

**Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Cayuga Centers for provision of three respite beds**

BY: Elane Daly, Chairman of the Health & Human Services Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Department of Social Services wishes to purchase three respite beds as an alternative to detention to help manage the Foster Care population and to have a resource for Raise the Age adolescents; and

WHEREAS, the Department of Social Services desires to contract with Cayuga Centers for provision of said respite beds; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to enter into a contract with Cayuga Centers for the period of January 1, 2020 through December 31, 2020, in the total amount of $220,500; and be it further

RESOLVED, these services be paid from the 2020 Department of Social Services' Budget.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty:

2-20-HH-11

**RESOLUTION NO._____ 2/25/20 HS Cayuga Counseling Supervision & Monitoring Services 2020**

**Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Counseling Services, Inc. for the Provision of Supervision & Monitoring Services**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Department of Social Services desires to contract with Cayuga Counseling to provide preventive services to forestall foster care and detention placement; and

WHEREAS, the Department of Social Services has in the past successfully contracted with Cayuga Counseling Services, Inc. towards that end to provide Supervision & Monitoring Services and are reimbursed by the State at 62%; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to enter into a contract with Cayuga Counseling Services, Inc. to provide the above services for the contract period January 1, 2020 through December 31, 2020 at the cost of $290,000.00; and be it further

RESOLVED, that these services be paid from Account #A60704 54185 of the Department of Social Services' 2020 Budget.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty:

2-20-HH-12

RESOLUTION NO._____ (2/25/20) HS Chapel House (Temporary Homeless Shelter for Men)

**Authorizing the Chairman of the Legislature and the Director of Community Services to Enter Into a 2-Year Contract with Chapel House (Temporary Homeless Shelter for Men)**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, Chapel House opened a facility that offers temporary shelter to men in need; and

WHEREAS, this shelter has provided service to those income eligible individuals in need of shelter; and

WHEREAS, in accordance with Social Services Regulations, local DSS is required to provide temporary shelter for eligible homeless families and individuals who are financially eligible and have no housing resources available to them; and

WHEREAS, the costs incurred by the local district are State reimbursed at 29%; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services enter into a 2-year contract with Chapel House for the period January 1, 2020 through December 31, 2022 at a rate of $47/diem, per person upon such form as approved by the County Attorney; and be it further

RESOLVED, that these expenditures will be paid out of account #A6140 54000 of the 2020 Social Services Budget.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: 1/30/20

2-20-HH-13

**RESOLUTION NO._____ 2/25/20 HS CAP Cayuga/Seneca CPS Domestic Violence Liaison 2020**

**Authorizing the County Legislature and the Director of Community Services to Enter into a Contract with Community Action Programs Cayuga/Seneca to Provide a CPS Domestic Liaison in DSS**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the County has had a Domestic Violence Liaison employed by Community Action Programs Cayuga/Seneca embedded in the DSS Child Protective Services Unit for several years; and

WHEREAS, the Domestic Violence Liaison has worked with the Child Protective Services Caseworkers to inform families about the supports and services available to Domestic Violence victims; and

WHEREAS, OCFS recently cut funding to Community Action Programs Cayuga/Seneca which was used to fund the CPS Domestic Violence Liaison position; and

WHEREAS, the Department of Social Services desires to maintain the provision of a Domestic Violence Liaison in the Child Protective Services Unit; and

WHEREAS, funding is reimbursed at 100% through FFFS funds; NOW, THEREFORE BE IT

RESOLVED, that the County Legislature and the Director of Community Services be authorized to enter into a contract with Community Action Programs Cayuga/Seneca for the provision of said Domestic Violence Liaison for the period of April 1, 2020 to March 31, 2021, in the amount of $26,563.00.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty:

RESOLUTION NO._____ (2/25/20) HS Hillside R&R MAPPS Foster Parents 2020 2-20-HH-14

**Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Hillside Children's Center for the Recruitment, Training and Retention of Foster Parents**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Department of Social Services (DSS) currently collaborates with Hillside Children's Center (HCC) in an effort to recruit, train and retain foster parents serving particular groups of children and youth; and

WHEREAS, HCC leadership works with the DSS leadership to develop an overall approach to drawing on the mutual strengths of HCC and DSS in the recruitment and training of foster parents; and

WHEREAS, HCC participates in the planning, and then is responsible for, the delivery of community-outreach oriented recruitment activities and also is involved in the MAPPS (Model Approach to Partnership in Parenting) Program, which is recommended by the Office of Children and Family Services as a pre-certification training program for prospective foster parents; and

WHEREAS, HCC currently has embedded two Foster Family Specialists at the County's DSS to provide home-finding services, foster care parent trainings, and home re-certifications in conjunction with DSS staff; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be authorized to enter into an agreement with Hillside Children's Center for the recruitment, training and retention of foster parents for the period January 1, 2020, to December 31, 2020 at the cost of $150,508 upon such form as approved by the County Attorney; and be it further

RESOLVED, that these expenses be paid from account #60104 54059 of the 2020 Social Services Budget.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: 1/30/20

2-20-HH-15

RESOLUTION NO:_____ (2/25/20) HS Community Action Programs Cayuga/Seneca Non-Residential DVS 2020

**Authorizing the Chairman of the Legislature and the Director of Community Services to Renew the Contract with Community Action Programs Cayuga/Seneca for the Provision of Non-Residential Domestic Violence Services**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Cayuga County Department of Social Services is required to provide non-residential domestic violence services to the people of Cayuga County; and

WHEREAS, Cayuga County Department of Social Services has successfully contracted in the past with Community Action Programs Cayuga/Seneca for the provision of these services; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to renew the contract with Community Action Programs Cayuga/Seneca to provide non-residential domestic violence services for the period 1/1/20 through 12/31/20 at a cost of $110,000 upon such form as may be approved by the County Attorney; and be it further

RESOLVED, that payment for these services be from account #A60704 - 54182 of the 2020 Department of Social Services Budget.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty: 1/31/20

2-20-HH-16

**RESOLUTION NO._____ 2/25/20 HS Reclassify Clerk Position to Sr. Typist**

**Authorizing the Director of Community Services to fill a Sr. Typist position in the SNAP Unit of the Department of Social Services due to the Reclassification of a Clerk position by the Cayuga County Civil Service Commission.**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, to support the overall functions of the SNAP Unit, the Clerk (Position Control #2257) position has been assigned a variety of additional and complex duties; and

WHEREAS, based on these recent assignments, the Civil Service Commission has reviewed these duties and is recommending the reclassification of the job to Sr. Typist; and

WHEREAS, funding for this position has been budgeted in the 2020 Department of Social Services budget;
NOW, THEREFORE, BE IT

RESOLVED, the Board of Legislators hereby approves the reclassification of the Clerk position (Position Control #2257) to Sr. Typist; and be it further

RESOLVED, that the Director of Community Services be authorized and directed to fill the position of Sr. Typist, in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Clerk position has been reclassified to a Sr. Typist position, therefore the Clerk position is hereby abolished.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty:

## Department of Health & Human Services
## Fiscal Impact Worksheet
## Upgraded Position

**Current Position: Clerk Grade 3 Step 4**

| | | | | |
|---|---|---|---|---|
| -- Grade 3, Step 4 | $ | 36,287 | | |
| -- Fringe Benefits @ 25% | $ | 9,072 | | |
| **Total Gross Salary and Fringe Benefits:** | **$** | **45,359** | | |
| **Local Share - Salary and Fringe Benefits:** | | | **$** | **14,515** |

**Upgrade to Sr. Typist Grade 8, Step 2**

| | | | | |
|---|---|---|---|---|
| -- Grade 8, Step 2 | $ | 37,411 | | |
| -- Fringe Benefits @ 25% | $ | 9,353 | | |
| **Total Gross Salary and Fringe Benefits:** | **$** | **46,764** | | |
| **Local Share - Salary and Fringe Benefits:** | | | **$** | **14,964** |
| **Net Local Cost:** | | | **$** | **450** |

2-20-HH-17

**RESOLUTION NO._____ 2/25/20 HS Reclassify Sr. Examiner to Principal Examiner**

**Authorizing the Director of Community Services to fill a Principal Social Welfare Examiner position in the HEAP Unit of the Department of Social Services due to the reclassification of a Senior Social Welfare Examiner position by the Cayuga County Civil Service Commission.**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, to support the overall functions of the HEAP Unit, the Sr. Social Welfare Examiner (Position Control #2222) position has been assigned a variety of additional and complex duties including overall management of the HEAP program; and

WHEREAS, based on these recent assignments, the Civil Service Commission has reviewed these duties and is recommending the reclassification of the job to Principal Social Welfare Examiner; and

WHEREAS, funding for this position has been budgeted in the 2020 Department of Social Services budget;
NOW, THEREFORE, BE IT

RESOLVED, the Board of Legislators hereby approves the reclassification of the Sr. Social Welfare Examiner position (Position Control #2222) to Principal Social Welfare Examiner; and be it further

RESOLVED, that the Director of Community Services be authorized and directed to fill the position of Principal Social Welfare Examiner, in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Sr. Social Welfare Examiner position has been reclassified to a Principal Social Welfare Examiner position, therefore the Sr. Social Welfare Examiner position is abolished.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty:

## Department of Health & Human Services
## Fiscal Impact Worksheet
## Upgraded 100% Funded Position

**Current Position: Sr. Social Welfare Examiner - Grade 17, Step 4**

| | | | |
|---|---|---|---|
| -- Grade 17, Step 4 | $ | 49,031 | |
| -- Fringe Benefits @ 25% | $ | 12,258 | |
| **Total Gross Salary and Fringe Benefits:** | **$** | **61,289** | |
| **Local Share - Salary and Fringe Benefits:** | | | **$ -** |

**Upgrade to Principle Social Welfare Examiner Grade 19, Step 3**

| | | | |
|---|---|---|---|
| -- Grade 19, Step 3 | $ | 49,679 | |
| -- Fringe Benefits @ 25% | $ | 12,420 | |
| **Total Gross Salary and Fringe Benefits:** | **$** | **62,099** | |
| **Local Share - Salary and Fringe Benefits:** | | | **$ -** |
| **Net Local Cost:** | | | **$ -** |

2-20-HH-18

**RESOLUTION NO. _____** **2/25/2020** **MH SSW20**

**AUTHORIZE THE FILLING OF A FULL-TIME STAFF SOCIAL WORKER (CMH) AT THE COMMUNITY MENTAL HEALTH CENTER OF CAYUGA COUNTY DUE TO A RETIREMENT**

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

WHEREAS, there will be a full-time Grade 30 Community Mental Health Professional position control 7661, available in the Community Mental Health Center of Cayuga County (CMHCCC) as the result of a retirement; and

WHEREAS, there is presently a vacant Grade 30 Staff Social Worker (CMH) position code 2125 which is unfunded in the 2020 Mental Health budget; and

WHEREAS, the Mental Health Center would like to fill and fund the Staff Social Worker Grade 30 position utilizing the funds from the newly vacant Community Mental Health Professional position to better meet the needs of our community; now, therefore be it

RESOLVED, that the Board of Legislators hereby approves the budget transfer from the Grade 30 Community Mental Health Professional (Position Control #7661) to Staff Social Worker Grade 30 (PC#2125), and be it further

RESOLVED, that the Director of Community Services be authorized and is hereby directed to fill the position of full-time Grade 30 Staff Social Worker (CMH), position code 2125 in accordance with the Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga, and be it further

RESOLVED, that the Cayuga County Treasurer be directed and authorized to make the necessary accounting entries to accomplish the intent of this resolution.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty:

# 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 | 1/29/2020 |
| 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) | Community Mental Health Professional or Staff Social Worker (CMH) |
| Position Control Number | 7661 or 2125 |
| Position Status | Permanent |
| Position Designation | Full-Time |
| Budget Account Number | A43101 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 | CSEA |
| CSEA Grade | 30 |
| Probationary Salary Amount | 59235 |
| Step 4 Amount (CSEA) | 66238 |

| | |
|---|---|
| Starting Salary for Position Requested | 59235 |
| Justification for Salary Requested | in the 2020 Comp Plan. |
| Does position include fringe benefits? | Yes |
| What is the justification for filling this position AND why is it important for your department? | One of our Community Mental Health Professionals (control #7661) is retiring and he provides direct services to individuals in our community. |
| 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 - One grade 30 position is funded in the 2020 Mental Health budget. Whichever position is filled (CMHP or SSW CMH), will be funded - the other position that is not filled will be unfunded. |
| Department Head | Ray Bizzari |
| Date | 1/29/2020 |
| 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 | Liz Piwinski |
| Title of Person Submitting on Behalf of Department or Agency Head | Administrative Assistant |

(Section Break)

LHLippoldt Approved 1/31/2020

2-20-HH-19

**RESOLUTION NO._____** **2/25/20** **MH Reclassify Typist to Sr. Typist 20**

**AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO FILL A SR. TYPIST POSITION AT THE COMMUNITY MENTAL HEALTH CENTER OF CAYUGA COUNTY DUE TO THE RECLASSIFICATION OF A TYPIST POSITION BY THE CAYUGA COUNTY CIVIL SERVICE COMMISSION.**

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, to increase the overall function of the front office support staff at the Mental Health Center, the Typist (Position Control #002126) position has been assigned additional complex duties; and

WHEREAS, based on these recent assignments, the Civil Service Commission has reviewed these duties and is recommending the reclassification of the job to Sr. Typist; and

WHEREAS, due to a staff vacancy, there is sufficient funding in the 2020 Department of Mental Health budgeted salaries A43101 51001 to cover the costs associated with the reclassification to Senior Typist in 2020; now therefore, be it

RESOLVED, the Board of Legislators hereby approves the reclassification of the Typist position (Position Control #002126) to Sr. Typist; and be it further

RESOLVED, that the Director of Community Services be authorized and directed reclassify the Grade 3 Typist position (Control #002126) to a Grade 8 Sr. Typist and to fill said position, in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that once the incumbent is permanent in the Senior Typist position, the Typist position will be abolished.

| **Health & Human Services Committee** | **Ways & Means Committee** |
|---|---|
| Elane Daly, Chair | Christopher Petrus, Chair |
| Michael Didio | Keith Batman |
| Tricia Kerr | Elane Daly |
| Timothy Lattimore | Andy Dennison |
| Heidi Nightengale | Ryan Foley |
| Hans Pecher | Benjamin Vitale |
| Charlie Ripley | Tucker Whitman |

Co. Atty:

# 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 | 1/29/2020 |
| Authorization To: | Create and Fill ** |

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

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

| | |
|---|---|
| Do you anticipate this request to result in fill-behinds? | No |
| Cayuga County Department | Mental Health |
| Job Title Being Requested (Exact Civil Service Title) | Sr. Typist |
| Position Status | Permanent |
| Position Designation | Full-Time |
| Budget Account Number | A43101 54001 |
| Is a position being abolished to create the new position? | Yes |
| Position Control Number of Position Being Abolished | 2126 |
| Civil Service Title of Position Being Abolished | Typist |
| Comp Plan Abolished Position Was Included In | CSEA |

| | |
|---|---|
| CSEA Grade of Abolished Position | 3 |
| Minimum/Probationary Salary for Abolished or Vacated Position | 33837 |
| Maximum Salary for Abolished or Vacated Position | 36287 |
| Is the abolished position currently filled? | Yes |
| What is the current employee's salary for the abolished position? | 34886 |
| Is the salary of requested position in the current comp plan? | Yes |
| Comp Plan Requested IS IN | CSEA |
| CSEA Grade | 8 |
| Probationary Salary Amount | 36134 |
| Step 4 Amount (CSEA) | 39404 |
| Starting Salary for Position Requested | 36484 |
| Justification for Salary Requested | Typist position reclassified to a Sr. Typist by the Civil Service Commission - incumbent will start at step 1 of Grade 8 |
| Does position include fringe benefits? | Yes |
| What is the justification for filling this position AND why is it important for your department? | Typist reclassified to a Sr. Typist. |

| | |
|---|---|
| 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? | Slight increase for 2020 of $1,598. Funds in the Mental Health Budget for 2020 to cover the cost of this raise. |
| Department Head | Ray Bizzari |
| Date | 1/29/2020 |
| 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 | Liz Piwinski |
| Title of Person Submitting on Behalf of Department or Agency Head | Administrative Assistant |

(Section Break)

LHLippoldt 2/3/2020 Approved