



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Thursday, March 11, 2021 – 5:30PM
Live Stream Link - https://youtu.be/qp95dSt_rwc

CALL TO ORDER: By Hon. Ryan Foley, Chair

MEMBERS: Legislators, Tricia Kerr, Heidi Nightengale, Hans Pecher, Chris Petrus (Vice Chair) Mark Strong and Tucker Whitman

MINUTES TO APPROVE: February 11, 2021

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) – no updates

Sheila Smith (Clerk of the Legislature) –

- Amanda has been working on purging files and getting them ready for Records or destroyed if they have already been scanned and are being kept electronically.
- I have been going through all titles and located some that have been kept by departments and reminding all departments that when ordering vehicles, the address needs to be the County Office Building, not their department address, do that original titles do not get misplaced.
- I have checked all policies on the county website and all are up to date, I will be working on all Boards and agency's next.
- Amanda is still working remotely 2 to 3 days a week, everything is going smoothly.

Christopher Palermo (County Attorney) – no updates

Susan Dwyer (County Clerk) – no updates

Paul Bornemann (Information Technology) – no updates

Jessica Strassle (Veterans) – Deputy Lindsey Wilkinson:

- 1 case were rated for a veteran in retro payment
 - 1 veteran received \$ 27,436.00 in retro payment, and a monthly tax-free benefit of \$2150.00
 - 4 veteran family members received over \$2450.00 reimbursements for burial benefits.
 - These veterans & or surviving spouses will continue to receive a monthly benefit ranging from \$135.00 - \$3,700.00 for their service connected disabilities from the Veterans Administration.
- Syracuse VA Medical Center will soon be receiving the COVID-19 vaccine, and in accordance with CDC prioritization guidelines.
- Cayuga County Veterans Transportation is transporting a maximum of 5 veterans and driver to avoid the spread of the Coronavirus we are not transporting the maximum of 14 passengers. Drivers thoroughly cleaning
- 4 education (Chapter 35) benefits were processed through the VA allowing a \$1,248.00 monthly tax-free allowance for dependent children obtaining a higher education for veterans who are at a VA disability rating of 100%. This stipend can be spent on students' needs.
- NYS Division of Veterans Services hosted virtual training on a variety of topics, and we will continue to participate.
- 8 markers, burial benefits and presidential citations were processed through our office for deceased veterans and their families.
- Our office initiated 15 new claims for pensions or compensation. We are still operating by appointment only at this time.
- Average phone calls in a workday is 25-30 to schedule an appointment to make an office visit, as we continue to operate by appointment only.

RESOLUTIONS:

COUNTY CLERK:

3-21-GO-1 (added 3-8-21) Authorizes Cayuga County Clerk to fill a full-time and a part-time Cashier Position in the Motor Vehicle Department. (2/3 vote required)

ADJOURNMENT: Thursday, April 8, 2021 at 5:30PM

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

AUTHORIZES CAYUGA COUNTY CLERK TO FILL A FULL TIME AND A PART TIME CASHIER POSITION IN THE MOTOR VEHICLE DEPARTMENT (2/3 Vote Required).

BY: MR. RYAN FOLEY, Chairperson, Government Operations Committee
 MR. KEITH BATMAN, Chairperson, Ways and Means Committee

WHEREAS, as the result of two retirements in the Motor Vehicle Office, there is a Full Time DMV Cashier and a Part Time DMV Cashier Position open in the Motor Vehicle Bureau; and

WHEREAS, the funding for the Full Time Cashier (position #1840) was removed from the 2021 budget and the Part Time DMV Cashier (position #1836) has been appropriated in the 2021 Department of Motor Vehicle Salary Account (A14111-51002); and

WHEREAS, the salary for the 2 positions is as follows:

Full Time: Probation: \$41,060
 Step 1: \$41,410;
 Part Time: Probation - hourly \$21.90
 Step 1 - hourly: \$22.05 ;and

WHEREAS, the funding for the full time DMV cashier can be obtained from the Contingent account A10164 54000; now therefore be it

RESOLVED, that Cayuga County Clerk Susan Dwyer be authorized to fill the positions of one Full Time Motor Vehicle Cashier, with benefits according to the Compensation Plan Part I; and one Part Time Motor Vehicle Cashier with no fringe benefits, except those mandated by statute, according to the Cayuga County Compensation Plan, Part II; and be it further

RESOLVED, that these positions be filled in accordance with the Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the following transfer be made to fund the FT DMV cahier position for the remainder of 2021:

		<u>Increase</u>	<u>Decrease</u>
A10164 54000	Contingent Account		\$41,738
A14111 51001	Salary Full time	\$30,795	
A14111 58001	Social Security	\$2,356	
A14111 58002	Retirement	\$3,079	
A14111 58003	Health Ins	\$5,220	
A14111 58004	Dental Ins	\$288	

RESOLVED, that the Cayuga County Treasurer is hereby authorized to make the necessary journal entries & adjustments to accomplish the same.

Government Operations Committee.

Ways and Means Committee.

 Ryan Foley, Chairman

 Keith Batman, Chairman

 Tricia Kerr

 Ryan Foley

 Heidi Nightengale

 Elane Daly

 Hans Pecher

 Christopher Petrus

 Christopher Petrus

 Benjamin Vitale

 Mark Strong

 Paul Pinckney

 Tucker Whitman

 Tucker Whitman

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 2/19/2021

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 Motor Vehicle Bureau
Department

Job Title Being Requested (Exact Civil Service Title) Motor Vehicle Cashier

Position Status Permanent

Position Designation Full-Time

Budget Account Number 1840

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 13

Probationary Salary Amount \$41,060

Step 4 Amount (CSEA) \$45505

Starting Salary for Position Requested	\$41,410
Justification for Salary Requested	It is in the contract
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	<p>This full time cashier is essential to the overall amount of staff in our DMV. We need a certain amount of staff to process our everyday work. Workload is increasing and there are constant changes that our staff has to keep up with.</p> <p>The training for a cashier takes about 5 months for them to be able to learn the basics so they can be at their own work station, processing a limited variety of transactions without too much assistance.</p> <p>Summer is our busiest time and if we hire someone in mid-March, and we have to have another staff person devoted to training that person, and vacations start to occur, we will definitely be in a dire situation. This is going to be magnified by the fact that 5 of my staff will have an extra week of vacation that got carried over from last year due to the furloughs. We will also have a person go out on maternity leave at the end of July.</p> <p>To summarize, this is a perfect storm and we will be extremely challenged due to the delay of this position being approved.</p>
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 has been vacant since August 2020. So there is a substantial savings as a result, otherwise, the Motor Vehicle Department is a department that generates revenue which offsets the expense of staff members..
Department Head	Sue Dwyer
Date	2/19/2021
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

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Do you anticipate this request to result in fill-behinds? Yes

Cayuga County Department Motor Vehicle Bureau

Job Title Being Requested (Exact Civil Service Title) Motor Vehicle Cashier - PT

Position Control Number 1836

Position Status Permanent

Position Designation Part-Time

Budget Account Number A1411 51002

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS IN Part II

Probationary Salary Amount \$21.90 per hour

Step 1 Amount (Part II) \$22.05 per hour

Starting Salary for Position Requested \$21.90 per hour

Justification for Salary Requested	It is in the contract
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	<p>The part time staffing DMV is limited to a specific number of hours a year. Each year we need them to help with a huge amount of paperwork, especially but not limited to the summer months when more people buy and sell cars and there are more recreational vehicles being put on the road. In addition to it being busy, we also have a majority of staff vacations being taken in the summer months and this year in particular will be especially challenging due o the additional weeks of carryover resulting from the furloughs. also in the late summer we anticipate that one of our part time staff will be on maternity leave.</p> <p>The part time staff in the DMV play a pivotal role in running our DMV</p>
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 DMV makes revenue and covers many of the salaries in that dept.
Department Head	Sue Dwyer
Date	2/23/2021
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority
(Section Break)	

LHLippoldt Approved 2/23/2021 with changes