



AGENDA
JUDICIAL & PUBLIC SAFETY COMMITTEE
Tuesday, June 13, 2023 to follow Public Works
Live Stream Link: <https://www.youtube.com/watch?v=XICWAQjNKm8>

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: May 9, 2023

APPOINTMENTS:

Cayuga County Fire Advisory Board

William Whittaker, 519 Indian Cove, PO Box 109, Moravia, NY 13118, Term – 1/1/23 to 12/31/23
Dan Baldwin, 3331 Baldwin Rd, Cato, NY 13033, Term – 1/1/23 to 12/31/23
David James, 2687 Bell St., PO Box 749, Weedsport, NY 13166, Term 1/1/23 to 12/31/23
Larry Dygert, 10484 Jordan Rd., PO Box 279, Jordan, NY 13080, Term – 1/1/23 to 12/31/23
Douglas LaFave, 1179 Genoa Locke Townline Rd, Locke, NY 13092, Term – 1/1/23 to 12/31/23
George Seemann Jr., 3359 White Rd, Moravia, NY 13118, Term – 1/1/23 to 12/31/23
Sean Toole, F22 Southfield Apts, Auburn, NY 13021, Term – 1/1/23 to 12/31/23

DEPARTMENT UPDATES FOR COMMITTEE:

- **Denise Spingler (911) –**
 - **Policy Matters for Committee**
 - **Staffing update**
 - 2 dispatcher vacancies
 - Existing Canvass resulted in 1 name on eligible list
 - Working with Civil Service to apply for HELP program
 - Civil Service Commission will review / approve NPDS at meeting on 20th
 - New test – 8 passed; awaiting performance test results
 - Contract approved – begin to work on staff upgrades / compression issues that weren't addressed in contract negotiations.
 - 5 people retiring in the next 5 years
 - **Backup Operations** – equipment improvements needed to backup center
 - Two desks / lamps no longer working (from primary center)
 - Lacks sufficient space for staff.
 - Shortage of positions
 - Real estate shortage for monitors
 - Temperature improvements needed – working with vendor
 - Equipment in close proximity of call center floor
 - **Emergency Communications System**
 - Motorola is conducting PM's this month
 - Roof project complete at PSB – antennas reinstalled
 - Maintenance team will begin PM's in July
- **Lloyd Hoskins (Assigned Counsel) –**
 - There were **69** arraignments at the Centralized Arraignment Program for the month of May. The Assigned Counsel office calendared thirteen attorneys to cover the 7am and 7pm arraignments. The attorney cost associated with CAP for May was \$10,700.00. *These expenses were paid from an ILS (Indigent Legal Services) grant.* Of the 69 arraignments, **14** (21%) were for town/village courts, **54** (78%) for Auburn City Court and **1** (1%) for Family Court. **37** (54%) defendants were released (ROR), and **32** (46%) defendants were held on bail or held for other reasons. Of the 69 arraignments, 38 (55%) were brought in on arrest/bench warrants. 18 Orders of Protection were issued.

- There were **63** Counsel at First Appearance for Auburn City Court and **17** Counsel at First Appearance in town/village courts. The Assigned Counsel office calendared fourteen attorneys to cover the “on-call” arraignments. The attorney cost associated with Counsel at First Appearance for May was \$8,600.00. *These expenses were paid from an ILS (Indigent Legal Services) grant.*
- The Assigned Counsel office made attorney assignments to **72** defendants in Auburn City Court and **35** defendants in justice courts for May. A total of **47** assignments were made in Family Court.
- Legal Counsel Expenses:
 - January - \$82,694.92
 - February - \$88,744.96
 - March - \$92,850.30
 - April - \$101,443.08
 - May - \$179,928.82

- **Dr. Adam Duckett (Coroner) – No updates**

- **Brittany Antonacci (District Attorney) –**

- Felony Jury Trial Conviction: Charles Grefer
- 5th felony jury trial this year to date

- **Riley Shurtleff (Fire/EMO) –**

1. PUBLIC SAFETY TRAINING CENTER IMPROVEMENTS – Following approval of the Bergmann Proposal for Schematic Designs and Construction Documents, ES Staff and State Fire Instructors met on June 12th to discuss the next steps and planned the 16 week process.
2. Action Planning for the July 4th Fireworks at Emerson Park occurred with a meeting between the Parks Department, ES Office, and Owasco Fire Department with Law Enforcement, EMS and supporting agencies on April 18th, with follow up on June 13th.
3. Staff attended a ceremony recognizing Jim Perkins, former Deputy County Coordinator and State Fire Instructor on June 5th, for his 50 years of service with the Scipio Volunteer Fire Company.
4. The Countywide Fire Mutual Aid Plan is currently undergoing its 5 year revision.
5. The Vietnam Veteran’s Memorial Ride is scheduled for July 15th for its 15th Anniversary Run. ES Staff are working with Local FDs for traffic control operations.

- **Operations**

1. ES Staff worked cooperatively with the Health Department and NYS OEM related to the Quebec Wildfire Smoke Situation. It is anticipated that smoke conditions will quiet for the immediate future, and the office will continue to monitor the situation.
2. County Coordinators: Responded 17 times to assist Incident Command on Emergency scenes. This included response to confirmed or potential structure fires, a house explosion, and 2 water rescue situations.
3. Fire Investigators: Responded 7 times to assist Incident Command with Cause and Origin of Fires.
4. Rehab: Responded 5 times at fire scenes to assist in scene support efforts
 - **Training**
 1. A NYS BEFO class with blended learning began with 32 students on May 30th. Intentions are to run an Interior Firefighting Operations course following completion in August.
 2. Alternative Fueled Vehicles courses are scheduled on June 20th and 29th in Fair Haven and West Niles.
 3. Surface Water Rescue is scheduled for August 19th and 20th in Owasco.
 4. Fire Investigation for the Line Officer (Web-based) will be scheduled for an offering in September.
 5. 4 members of the County HAZMAT Team/Auburn Fire Department and 1 ES Staff attended the International Fire Chiefs Association HAZMAT Conference in Baltimore from 6/7-6/11.

In addition to the above, numerous calls and meetings with the State of New York OEM, OFPC, County Coordinators, County Agencies and other organizations were attended.

Please do not hesitate to contact me with questions or to discuss any of the above in further detail.

- **Jay DeWispelaere (Probation) –**

- **Alternatives to Incarceration Board;**
 - No update at this time.
 - Next ATI meeting will be late June or early July.
- **2023-2024 DCJS Annual Plan and Aid Application**
 - Provided with this report for review.
- **Vehicles;**

- 2023 Chevy Equinox is pending delivery; purchase has been finalized and dealership is awaiting delivery to their location.
 - EMO has provided trunk radios for two of Probation's current vehicles. These will be installed once the new vehicle is delivered.
 - EMO may also have surplus white strobe lights for Probation vehicles; these will enhance officer safety when Probation Officers are assisting other departments or are dispatched to emergency scenes.
 - Future vehicles purchased for Probation should be similar to those purchased for the Sheriff's Office in order to allow Probation to safely and appropriately carry out the department's law enforcement functions. Features should include; trunk radios, transport cage, non-emergency (white or yellow) strobes.
- **Budget Preview**
- **Electronic Monitoring;** both County Court Judges have expressed an interest in expanding Electronic Monitoring for both juveniles and adults. Probation has not offered EM for adults since approx. 2009 due to cost and limited staffing. Money has been budgeted for EM, but there is no current contract with a provider for service. Staff turn over in 2022 limited the department's ability to implement new programming. There is no ability to provide one officer to oversee an EM specific caseload. The Chairman, County Attorney, Budget Director and others are reviewing legal questions related to the county providing EM services at this time; \$6,000.00
 - **Portable radios;** Probation's portable radios (13 total) are aging, but still functional. At some point, unless grants are available, funds will need to be available to upgrade equipment as the county updates its network; \$32,500.00
 - **Vehicles;** depending on programming needs, once the new vehicle is delivered, a decision may be made to surplus one of Probation's other vehicles (2011 Dodge Durango or 2014 Ford Explorer, both former CCSO vehicles). Funds will need to be identified at some point to replace the remaining vehicle. See recommendations for requirements above; \$45,000.00
In 2019-2020 it was felt that three vehicles would be appropriate for Probation. Usage since then has indicated that two vehicles is probably appropriate. However, if the department adopts a more intensive caseload (such as GIVE, or a specialized caseload for High Risk, domestic violence or mental health) a third vehicle would likely be necessary.
 - **Training;** In 2021 NYS doubled the length of time Probation Officers are required to attend training before gaining Peace Officer certification. The new Basic Course for Peace Officer and Fundamentals of Probation requirements now total nine weeks. Costs associated with these courses have also substantially increased. In 2019 the initial cost to train one Probation Officer was approximately \$2500.00. New training requirements have increased this cost to potentially double or triple that amount. I would recommend budgeting for three officers to attend BCPO and FPP in each of the next three years. This would be in addition to funds necessary for current staff to meet annual training requirements (approx. \$3000.00 annually); \$24,000.00
 - **Body Armor;** incoming staff will require new ballistic body armor. Each vest is currently approx. \$1,000.00. Yearly around three current staff will also need new vests due to required replacement. Grant funds may be available to meet some or all of these needs. However, to ensure timely replacement between grant periods, funds must be available; \$6,000.00
- **Training**
- Again this year the Probation Department engaged in two day of "Reality Based Training." This specific form of training engages officers in more realistic, scenario based modules to challenge their use of previously learned skills. RBT also forces officers to think and process as they would have to in incidents occurring during the course of their duties.
 - RBT is cooperative and engages the whole spectrum of officer's skills (firearms, less lethal force options, verbal skills, body positioning, radio communication, etc); students from the BOCES Criminal Justice Program participate as role players. Their participation also gives them insight into current law enforcement training methods.
 - For the first time this year use of officer's portable radios was integrated into training scenarios with a student "dispatcher" engage officers in standard radio communication.
 - The 2023 RBT was made possible by assistance from Cayuga-Onondaga BOCES CJ Program (Instructor Stacey Jones), Cayuga Co. Sheriff's Office and Cayuga Co. E911. On behalf of Probation Dept. staff thank you!
- **Staff Vacancies;**
- It is likely that the department will lose a Probation Officer soon due to a lateral transfer to another department.

- Another vacancy is also possible before the end of the summer.
 - The Director of Probation anticipates retiring December 1, 2023; a succession plan is in place pending the outcome of exams scheduled for this month.
 - Probation is entering a generational shift that is beginning sooner than anticipated. In addition to two possible departures this year, two senior officers have indicated their intention to retire in 2024 (February and December). If reported intentions hold true, 2025 will see at least two additional retirements; by the end of 2025 it is very likely that the Director, one Probation Supervisor and two Senior Probation Officers will have retired. This would mean a transition for four of six leadership positions in the department (current staffing; 1 Director; 2 Probation Supervisors; 3 Senior Probation Officers)
- **Brian Schenck (Sheriff) –**
 - At the time of this report, we are holding 176 incarcerated individuals in the jail. This includes 25 Federal board ins, 3 Local board ins, 8 NY State Parolees detained for new charges and 3 Parolees detained for a violation of parole.
 - Our boats are back on the water and we are gearing up for the summer navigation season.
 - We continue to work on strategies to provide for the increased need for mental health treatment in the jail. This includes the anticipated addition of a part time mental health social worker, additional care coordination within the facility by providers, and mental health first aid training for staff.
 - Our School Threat Assessment Team, formed just prior to this school year, provided intervention in over 20 individual cases. This collaborative effort between our agency, Cayuga County Mental Health, DSS, our law enforcement partners, and others was highly successful. We plan to expand upon this initiative moving into the next school year and beyond.
 - We plan to attend a number of community outreach events this summer to focus on recruiting for all divisions and public outreach.
 - Road Patrol Stats for the year to date through May:

JAN FEB MAR APRIL MAY

	JAN	FEB	MAR	APRIL	MAY
CALLS FOR SERVICE	1,536	1,336	1,466	1,524	1,670
TRAFFIC TICKETS	152	146	141	156	151
CIVIL PAPERS SERVED	154	161	156	159	204
CIVIL & WARRANT ATTEMPTS	182	188	210	184	296
TRAFFIC STOPS	469	374	413	424	394
MVA INJURY	16	10	15	18	23
MVA PROPERTY DAMAGE	37	47	35	16	17
ARRESTS	52	37	34	41	37
DWI	3	5	3	5	6

RESOLUTIONS:

ASSIGNED COUNSEL:

6-23-JP-1 Authorizing the creation and hiring of a Data Officer within the Assigned Counsel Program

EMO:

6-23-JP-2 Authorizing the Director of Emergency Services to create and fill an Assistant Director of Emergency Medical and Training Services

SHERIFF:

6-23-JP-3 Authorize the Sheriff to fill one (1) vacant Licensed Practical Nurse Position in the Custody Division of the Cayuga County Sheriff’s Office

6-23-JP-4 Authorize the Sheriff to fill eight (8) vacant Sheriff Custody Officer Positions in the Custody Division of the Cayuga County Sheriff’s Office

- 6-23-JP-5 Authorize the Sheriff to fill one vacant Cayuga County Corrections Facility Administrator position in the Custody Division of the Cayuga County Sheriff's Office
- 6-23-JP-6 Authorizing the Sheriff's Office to accept funding through the 2021 SLETPP (State Law Enforcement Terrorism Prevention Program) Grant from the Division of Homeland Security and Emergency Services to support prevention and preparedness efforts and amend the 2023 Sheriff's grants budget to accept the 2021 funding
- 6-23-JP-7 Authorizing the Sheriff's office to accept funding through the 2021 Operation Stonegarden Grant from the Division of Homeland Security and Emergency Services and amend the 2023 Sheriff's grants budget to accept the 2021 funding

PROBATION:

- 6-23-JP-8 Authorizing the Chair of the Cayuga County Legislature to enter into an agreement with Cayuga Counseling for the Alternative Sentencing Program for the term July 1, 2023 through June 30, 2024
- 6-23-JP-9 Authorizing the Probation Department to enter into a contract with Cayuga Counseling to provide Pretrial Release Services.

ADJOURNMENT: Tuesday, July 11, 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. _____ 6/27/23 AC Data Officer.rev2

Authorizing the creation and hiring of a Data Officer within the Assigned Counsel Program.

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

WHEREAS, the Assigned Counsel Program is required to hire a part-time Data Officer by the New York State Indigent Legal Services Program to meet the reporting requirements of the Hurrell-Harring settlement; and

WHEREAS, the salary and fringe benefits for the Data Officer position will be 100 % covered by State Aid received under the Statewide Expansion of Hurrell-Harring budget; and

NOW, THEREFORE, BE IT

RESOLVED, that the Cayuga County Legislature be hereby authorized to create and fill the Data Officer position at an hourly rate of \$ 27.00 per hour; and be it further

RESOLVED, that the Assigned Counsel Administrator be authorized to fill the Data Officer position 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 budget adjustment be made by the Finance Director:

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

	<u>Increase</u>	<u>Increase</u>
A11701 51001 Salary		
A11701 58001 Social Security		
A11701 58002 Retirement		
A11701 58003 Health Insurance		
A11701 58004 Dental Insurance		
A11700 43070 Indigent Legal Grant		\$46,800.00

Diann Ferris

From: noreply@cayugacounty.us
Sent: Wednesday, June 7, 2023 12:12 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	6/7/2023
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	Indigent Defendants
Job Title Being Requested (Exact Civil Service Title)	Data Officer
Position Status	Permanent
Position Designation	Part-Time
Budget Account Number	A11701-51001
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 II
Probationary Salary Amount	40,000.00 \$27.00

Step 1 Amount (Part II)	46,000.00 \$27.15
Starting Salary for Position Requested	40,000.00 \$27.00
Justification for Salary Requested	17.5 hours/weeks @ 51.44/hr. Based on grant funding and current Part II of NB COMP Plan
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	<p>New York City and each upstate county (other than the five counties currently engaged in the HurrellHarring settlement) will be staffed with one "data officer." Data officers' primary function is to work with ILS in operationalizing the data requirements. As such, their responsibilities should include, but are not limited to:</p> <ul style="list-style-type: none"> • Knowledge of the new ILS data requirements and definitions. A draft of a new form, titled 'ILS195,' is available on the ILS website, along with instructions, definitions for reporting counts of criminal cases, and other supporting documents. ILS will be welcoming feedback on the form until November 16, 2018. • Ability to work with each provider of mandated representation in his/her county to: <ul style="list-style-type: none"> o implement these new requirements o operationalize any changes in how data are currently collected, maintained, and reported to comport with ILS definitions, requirements, and deadlines; and o Record, report on, and verify any such changes. • Familiarity with the technology employed by providers of mandated representation to track relevant data as well as with providers' practices in collecting and maintaining pertinent data. • Availability for in-person and web-based training on several aspects of data tracking in compliance with ILS requirements • Availability to provide regular updates to ILS on the status of the implementation of the new data requirements. • Coordination of the annual reporting of required data in a uniform, accurate and timely fashion. • Maintenance of an impartial and consistent approach when dealing with different providers. • The capacity to represent faithfully to ILS the quality of the data from all providers in the

county, and communicate to ILS any concerns about data quality.

- Ability to speak authoritatively to the accuracy and consistency of data submitted.

How is this position funded?	Grant
Identify the Grant	Statewide Expansion of Hurrell-Harring
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	No impact on budget. Expense/revenue neutral.
Department Head	Lloyd E. Hoskins
Date	6/7/2023
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

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Approved 06-09-23

Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____ 6/27/23 EMO Create/Fill Assistant Director of Emergency Medical and Training Services

Authorizing the Director of Emergency Services to create and fill an Assistant Director of Emergency Medical and Training Services

BY: Mark Strong, Chairman of the Judicial and Public Safety Committee
Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS, the Office of Emergency Services currently offers Emergency Medical courses to Cayuga County Citizens through the use of an EMS Course Sponsor; and

WHEREAS, the Office was reduced in employees through the abolishment of the Deputy Director of Fire and Emergency Medical Services in 2012 and the merging of the EMS Administrative Assistant with the Fire Services Administrative Assistant in 2018; and

WHEREAS, the clerical efforts of hosting EMS classes including coordination of instructor schedules, purchase of new training materials and other required duties are currently completed by the Director, Deputy Director or Administrative Officer; and

WHEREAS, a new position would be responsible for EMS Course Sponsorship, EMS Training, administrative efforts and the direction of contracted Emergency Medical Instructor Staff; and

WHEREAS, the newly created position is offset through State training funding at Certified Instructor Coordinator pay rates for up to 40% of salary; and

WHEREAS, there is funding available in the EMS 2023 budget to fund this position for the remainder of 2023; NOW, THEREFORE, BE IT

RESOLVED, that the Cayuga County Legislature is authorized to create the Assistant Director of Emergency Medical and Training Services position in the Emergency Management Office at an annual amount of \$12,500.00 within Part II of the Cayuga County compensation plan; and be it further

RESOLVED, that the Director of Emergency Services be authorized and directed to fill the Assistant Director of Emergency Medical and Training Services position in the Emergency Management Office in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, that the Part II of the Cayuga County Compensation Plan be amended to include the Assistant Director of Emergency Medical and Training Services as a part time employee; and be it further

RESOLVED, that the Director of Finance is authorized to make the following budget adjustment:

Increase A36401 51002 Salary Part Time	\$6,250
Decrease A40724 54155 Refresher EMT	\$6,250

; and be it further

RESOLVED, this authorization is valid through December 31, 2023 in accordance with policy resolution 307-20.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Tuesday, May 23, 2023 4:05 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	5/23/2023
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form <i>REQUIRED IF the title exists within the department</i>	
** New Position Duties Statement (NPDS) - Long Form <i>REQUIRED IF the title does NOT exist within the department</i>	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Emergency Management
Job Title Being Requested (Exact Civil Service Title)	ASSISTANT DIRECTOR OF EMERGENCY MEDICAL / TRAINING SERVICES
Position Status	Permanent
Position Designation	Part-Time
Budget Account Number	Contingency Account, A-3640
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	\$23.89/hr
Step 1 Amount (Part II)	\$12,426.00

Starting Salary for Position Requested	\$12,426.00
Justification for Salary Requested	Current Certified Instructor Coordinator Salary for NYS is listed at \$34.00/ hour, current adopted (2019 Contract) for Cayuga County is \$23.50/hour. Current Deputy Director of Fire and Rescue Services is \$17.58/hour, total stipended annual position of 520 hours. This position would incorporate similar, although clearly different, duties of the DDFRS including attending meetings, coordinating schedules of instructors, posting classes and purchasing training equipment. Salary justification is based on increased duties in addition to actual time spent teaching EMS courses throughout the year.
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Position is being requested to offset administrative duties associated with Certified Lab Instructors (contracted) that coordinate Emergency Medical Services trainings. CIC's receive rate of pay associated with hours teaching only, with no compensation for administrative duties associated with hosting Emergency Medical Technician, Certified First Responder and other medical courses. Presently there is no payment or recourse to pay additional hours for coordinating instructor schedules, student ambulance clinical/ride time, purchase of new training materials and other required duties resulting in volunteered hours. This is a request for a .25 time position to offset duties that are otherwise given to the Administrative Officer or Office Director. The department lost its part time DD of Fire and EMS in 2012 due to budget cuts, and the full time EMS Administrative Assistant with retirement in 2015 that resulted in a separate merged Admin Officer position. Reduced from 4.5 positions 10 years ago, the office is currently operating with 3.25 employees and an increased workload. With the addition of new technology in the Emergency Operations Center provided through a grant from NYS DHSES, it is imperative that we have an available trained individual who can coordinate the purchases and implementation of this equipment. This individual will be responsible for facilitating training on the equipment in addition to regular class related administrative functions. There will be limited field response capacity for this role.
How is this position funded?	Budget
Is this a reimbursed position?	Yes

How is this position reimbursed (percentage, dollar amount)? Approximately 40% will be reimbursed through Emergency Medical Training vouchering for EMT and CFR courses through NYS

What will the fiscal impact of filling this position in your budget this year and in future fiscal years? With 40% of the position being available for reimbursement through NYS as a Certified Instructor Coordinator (\$4,970) that leaves approximately \$7,456 that will is anticipated to be drawn from an increased department budget in future fiscal years. With the necessary time required to approve this position and follow applicable civil service actions, the position will likely not be filled until July 2023 leaving only 6 months to be addressed through year end. This would require approximately \$3,728 being funded through the contingency account, or without NYS reimbursement due to lack of courses, a total of \$6,121.50 for the remainder of 2023.

Department Head Riley Shurtleff

Date 5/23/2023

Attestation I am the department or agency head listed above authorized to submit by the appointing authority

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Approved 06-09-23

Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____

06/27/23

SHR Fill Custody LPN Vacancy

Authorize the Sheriff to fill one (1) vacant Licensed Practical Nurse Position in the Custody Division of the Cayuga County Sheriff's Office

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

WHEREAS, a vacancy in the Cayuga County Sheriff's Office Custody Division will occur due to the resignation of a Licensed Practical Nurse (Position Control No. 009234-SYS) on June 11, 2023; and

WHEREAS, the services provided by the position of the Licensed Practical Nurse are critical for maintaining the health and safety of those in the Cayuga County Jail; and

WHEREAS, this position is designated in the 2023 Cayuga County Sheriff's Custody Salaries Operating budget line – Salaries Full Time (A315011 51001); now therefore be it

RESOLVED, that the Sheriff be hereby authorized and directed to fill one Licensed Practical Nurse position; and be it further

RESOLVED, the employee hired will be placed at the appropriate step within the Sheriff's Employee Association of Cayuga County (SEACC) Compensation Plan for 2023 and be it further

RESOLVED, that this position be filled in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga.

RESOLVED, that the Authorization to Fill is valid through December 27,2023; and be it further

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

Diann Ferris

From: noreply@cayugacounty.us
Sent: Wednesday, May 31, 2023 12:44 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 5/30/2023

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 Sheriff

Job Title Being Requested (Exact Civil Service Title) Licensed Practical Nurse

Position Control Number 009234-SYS

Position Status Permanent

Position Designation Full-Time

Budget Account Number A315011 51001

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 SEACC
Position WILL BE IN

SEACC Grade	8
Probationary Salary Amount	46,700.00 \$48,140
Step 3 Amount (DSPA or SEACC)	unknown \$50,657
Starting Salary for Position Requested	46,700.00 \$48,140
Justification for Salary Requested	There will be a vacancy due to a resignation effective 06/11/2023
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	There will be a vacancy created by a resignation effective 06/11/2023. The services provided by an LPN are critical for maintaining the health and safety of those in the jail
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	there will be no negative impact as this is a budgeted position that will be vacant
Department Head	Sheriff Brian Schenck
Date	5/31/2023
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Lisa E. Schiminske
Title of Person Submitting on Behalf of Department or Agency Head	Confidential Secretary to the Sheriff

(Section Break)

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Approved 05-31-23

Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____

06/27/23

SHR Fill Custody Vacancies

Authorize the Sheriff to fill eight (8) vacant Sheriff Custody Officer Positions in the Custody Division of the Cayuga County Sheriff's Office

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

WHEREAS, eight vacancies in the Cayuga County Sheriff's Office Custody Division exist due to resignation and promotion (Position Control Numbers 004713-SYS, 004706-SYS, 004725-SYS, 001958-SYS, 001991-SYS, 003887-SYS, 001980-SYS, 003226-SYS); and

WHEREAS, the services provided by these Sheriff Custody Officer positions are critical for smooth and efficient operation of the Sheriff's Office Custody Division and maintaining safety and well-being in Cayuga County Jail.

WHEREAS, these positions are clearly designated and accepted in the 2023 Cayuga County Sheriff's Custody Salaries Operating Budget Line – Salaries Full Time (A31501 51001); now therefore be it

RESOLVED, that the Sheriff be hereby authorized and directed to fill eight (8) Sheriff Custody Officer positions; and be it further

RESOLVED, the employees hired will be placed at the appropriate step within the Sheriff's Employee Association of Cayuga County (SEACC) Compensation Plan for 2023; 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.

RESOLVED, that the authorization to Fill is valid through December 27, 2023; and be it further

RESOLVED, This resolution shall take effect immediately.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Wednesday, May 31, 2023 2:01 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	5/31/2023
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Authorization To:	Fill Only
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**** New Position Duties Statement (NPDS) - Short Form
*REQUIRED IF the title exists within the department***

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

Do you anticipate this request to result in fill-behinds?	No
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Cayuga County Department	Sheriff
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Job Title Being Requested (Exact Civil Service Title)	Custody Officer
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Position Control Number	004713-sys,004706-sys,004725-sys,001958-sys,001991-sys,003887-sys,001980-sys,003226-sys
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Position Status	Permanent
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Position Designation	Full-Time
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Budget Account Number	A31501 51001
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Is a position being abolished to create the new position?	No
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Is the salary of requested position in the current comp plan?	Yes
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Comp Plan Requested IS IN	SEACC
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SEACC Grade	9LH
Probationary Salary Amount	54,475
Step 3 Amount (DSPA or SEACC)	59,315
Starting Salary for Position Requested	55,880
Justification for Salary Requested	PER SEACC COMP PLAN FOR 2023
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	The services provided by the Sheriff Custody officers are critical for the operation of the Sheriff's Office Custody Division and maintaining safety and well being in the Cayuga County Jail. We currently have 8 vacancies and need the Jail to be at full staff to achieve that safety level.
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?	These are budgeted positions so there should be no negative fiscal impact. Having full staffing should result in less overtime needed to cover vacancies. This would have a positive impact on the budget.
Department Head	Sheriff Brian Schenck
Date	5/31/2023
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Lisa E. Schiminske
Title of Person Submitting on Behalf of Department or Agency Head	Confidential Secretary to the Sheriff
(Section Break)	

Email not displaying correctly? [View it in your browser.](#)

Approved 05-31-23

Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____

06/27/23

SHR Fill Jail Admin Position

Authorize the Sheriff to fill one vacant Cayuga County Corrections Facility Administrator position in the Custody Division of the Cayuga County Sheriff's Office

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

WHEREAS, a vacancy in the Cayuga County Sheriff's Office Custody Division has occurred on May 31, 2023; due to the resignation of the Correction Facility Administrator; and

WHEREAS, the services provided by the position of Correction Facility Administrator are critical for smooth and efficient operations of the Sheriff's Office Custody Division and maintaining safety and well-being in Cayuga County; and

WHEREAS, this position is designated in the 2023 Cayuga County Sheriff's Custody Budget Line – Salaries Full Time (A31501 51001); now therefore be it

RESOLVED, that the Sheriff be hereby authorized and directed to fill one Corrections Facility Administrator position (Position control number 000046-SYS) at a salary within the designated salary band of \$73,168.00 to \$84,67.00; and be it further

RESOLVED, that this position be filled in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga.

RESOLVED, that the authorization to Fill is valid through December 27, 2023

Diann Ferris

From: noreply@cayugacounty.us
Sent: Wednesday, May 31, 2023 1:37 PM
To: Diann Ferris; Denise Prieto
Subject: Online Form Submittal: Authorization to Create/Fill

Authorization to Create/Fill

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

Date 5/31/2023

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 Sheriff

Job Title Being Requested (Exact Civil Service Title) Corrections Facility Administrator

Position Control Number 00046-sys

Position Status Permanent

Position Designation Full-Time

Budget Account Number A31501 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 Part IV

Part IV Grade 6

Minimum Salary (Part IV)	73,168
Base/Current Salary (Part IV)	74,601
Starting Salary for Position Requested	74,601 Salary range for a Grade 6 is \$73,168 to \$84,367
Justification for Salary Requested	There is a vacancy due to a resignation effective 05/31/2023
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	the services provided by the Correction Facility Administrator are critical for the efficient operations of the Sheriff Office Custody Division and maintaining safety. This position is vacant as of 05/3/2023 due to resignation.
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?	there will be no negative impact or any significant impact as this is a budgeted position.
Department Head	Sheriff Brian Schenck
Date	5/31/2023
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Lisa E. Schiminske
Title of Person Submitting on Behalf of Department or Agency Head	Confidential Secretary to the Sheriff

(Section Break)

Email not displaying correctly? [View it in your browser.](#)

Approved 05-31-23

Diann Ferris

Diann Ferris
Human Resources Administrator

RESOLUTION NO. _____

06/27/2023

SHR SLETPP 2021 Grant

Authorizing the Sheriff's Office to accept funding through the 2021 SLETPP (State Law Enforcement Terrorism Prevention Program) Grant from the Division of Homeland Security and Emergency Services to support prevention and preparedness efforts and amend the 2023 Sheriff's grants budget to accept the 2021 funding.

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

WHEREAS, the Sheriff's Office applied for and received funding of \$33,076 for the law enforcement community to support their terrorism and preparedness efforts; and

WHEREAS, all equipment and training through the Grant will require no match of funding by the County and will be 100% funded by the Department of Homeland Security; now therefore be it

RESOLVED, that the Chairman of the Legislature be authorized to sign the necessary documentation to accept the 2021 funding; and be it further.

RESOLVED, that the 2023 Cayuga County Sheriff's Grant Budget be amended to increase A31130 44501 DHSES SLETPP 2021 by \$33,076 and increase A31134 54545 DHSES SLETPP 2021 by \$33,076; 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. _____

06/27/2023

SHR Stonegarden 2021

Authorizing the Sheriff's office to accept funding through the 2021 Operation Stonegarden Grant from the Division of Homeland Security and Emergency Services and amend the 2023 Sheriff's grants budget to accept the 2021 funding.

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

WHEREAS, the Sheriff's Office applied for and received funding of \$66,850.00 for a Grant from the Division of Homeland Security and Emergency Services to provide funding for the law enforcement community to support their terrorism and preparedness efforts; and

WHEREAS, all equipment for operations through the Grant will require no match of funding by the County and will be 100% funded by the Department of Homeland Security; now therefore be it

RESOLVED, that the Chairman of the Legislature be authorized to sign the necessary documentation to accept the 2021 funding; and be it further

RESOLVED, that the 2023 Cayuga County Sheriff's Grant Budget be amended to increase A31130 44550 DHSES Stonegarden 2021 by \$66,850 and increase A31134 54564 DHSES Stonegarden 2021 by \$66,850; and be it further

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

Authorizing the Chair of the Cayuga County Legislature to enter into an agreement with Cayuga Counseling for the Alternative Sentencing Program for the term July 1, 2023 through June 30, 2024

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

WHEREAS, the Cayuga Counseling Services' Alternative Sentencing Program is an Alternative to Incarceration Program (ATI) that helps eligible and suitable (18 and up) non-violent defendants who have been convicted or who have pled out criminal cases; they are referred to perform community service in lieu of jail as a condition of a conditional discharge, or in lieu of a fine; this sentencing option allows defendants to remain employed and to preserve community ties; this provides positive community action and is a deterrent as powerful as incarceration; and

WHEREAS, Cayuga Counseling has provided this service to Cayuga County previously and both the County and Cayuga Counseling Services wish to continue to provide this service into the future; and

WHEREAS, Alternative to Incarceration (ATI) Committee met to review these contracts, assign responsibility for contract oversight and make recommendations for continuation of the program; now, therefore be it

RESOLVED, that the Chair is authorized to enter into an agreement with Cayuga Counseling Services for the term July 1, 2023 through June 30, 2024 for the provision of Alternative Sentencing services which will be paid annually in the amount of \$25,000; and be it further

RESOLVED, funding is to be utilized from budget account A31404 54504, Probation – Alternative Sentencing; and be it further

RESOLVED, that the Cayuga County Finance Director is hereby authorized and directed to make such journal entries as may be necessary to carry out the intent of this resolution.

RESOLUTION NO. _____

6/27/23

PRO Pretrial Release Services

Authorizing the Probation Department to enter into a contract with Cayuga Counseling to provide Pretrial Release Services.

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

WHEREAS, the Bail Elimination Act requires that counties provide enhanced pretrial services; and

WHEREAS, Cayuga County is required to provide pretrial services, as ordered by the Courts, to those defendants for which pretrial services are appropriate; and

WHEREAS, Cayuga Counseling Services is the County’s current contract provider of pretrial release services which includes serving the expanded defendant population; and

WHEREAS, expanded pretrial services include Electronic Monitoring for adult offenders (provided by Buddi Tag Monitoring System) at a rate of \$3.80 per day, per defendant, which will be billed to Cayuga County monthly by Cayuga Counseling Services when it is used; now therefore by it

RESOLVED, that the Chairman of the Cayuga County Legislature is authorized and directed to enter into a contract with Cayuga Counseling for \$105,000.00, plus electronic monitoring equipment costs, to provide all pretrial release services for the period of July 1, 2023 thru June 30, 2024; and be it further

RESOLVED, funding is to be utilized from budget account A31404 54595, Probation – Pre-trial Release

RESOLVED, that the Cayuga County Finance Director is hereby authorized and directed to make such journal entries as may be necessary to carry out the intent of this resolution.

Co. Atty: _____