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AGENDA
HEALTH & HUMAN SERVICES COMMITTEE
Thursday, August 13, 2020
Live Stream Link: https://youtu.be/l2PeadPPPmQ

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)

MINUTES TO APPROVE: July 9, 2020

APPOINTMENTS:

Mental Health Subcommittee

Elizabeth Vuillemont, 7 Merriman St., Auburn, NY 13021, Term – 7/28/20 to 12/31/21 (New appt.-unexpired term)

Alcohol and Substance Abuse Subcommittee

Arianna Halter, 89 York St., Auburn, NY 13021. Term – 7/28/20 to 12/31/21 (New appt.-unexpired term)

DEPARTMENT UPDATES FOR COMMITTEE:

Brenda Wiemann (Office for the Aging) –

- As we prepare for the busy Medicare Annual Enrollment season, we continue to identify a space deficit that impedes our ability to meet with clients in–person for insurance counseling and benefits eligibility assistance. This is on Aileen's radar for resolution.
- All OFA staff have been involved in the Farmer's Market Coupon drive-through distributions at 8 locations throughout the county with almost 700 booklets given out to-date.
- The Meals on Wheels program is on track to serve at least 71,000 meals in 2020. The additional federal funds that we received are expected to help cover the costs resulting from another record year of meals.

Kathleen Cuddy (Health) –

- COVID-19 related work
  - Isolation and Quarantine, interactions with nurses, drive by checks, essential needs
  - Education related to guidance interpretation
  - Complaint and concern follow up
  - Enforcement activities
- Immunization Clinics for school readiness
  - NYS has not altered any requirements of Public Health Law related to mandatory school immunizations, children attending school in person or at home are required to be immunized
  - Dr. Gioia, our Medical Director and Vaccine for Children participant, provided critical immunizations to children who were not his patients during the past few months, as our office was not able to serve them.
- Lead referrals are up, home visits have resumed for those sites requiring inspection due to elevated lead levels in children
- Septic system inspection reminder letters are being distributed to required towns (Mentz, Venice, Ira) and lake front properties. Overdue septic system inspection letters have been mailed
- Rabies is busier during warm weather months
- Mosquito and Tick vector borne illness education is being provided
- Harmful Algal Bloom (HAB) education is underway.
  - One beach temporarily closed due to bloom
  - Educational letters were sent to residences around the lake to remind people not to drink, cook or shower with water drawn directly from the lake, illustrated HAB bookmarks were included

Ray Bizzari (Mental Health/Social Services) – No updates

RESOLUTIONS:

HEALTH:

8-20-HH-1 Authorizing the Chairman of the Legislature and the Public Health Director to enter into a contract with NYS for the Bike/Pedestrian/Wheelsport Safety Program

8-20-HH-2 Authorizing the Public Health Director to enter into 5 year agreements with colleges or universities for public health and/or nursing student interns

8-20-HH-8 Authorizing the Public Health Director to fill 2 PT Lactation Peer Counselor Positions in the Health Department's WIC Program

8-20-HH-9 Authorizing the Cayuga County Legislature to create and the Public Health Director to fill three (3) Health Screening Assistant position in the Public Health Department

MENTAL HEALTH:

8-20-HH-3 Amending the Mental Health 2020 Budget to adjust State Aid funding for certain Contract Agencies

8-20-HH-10 Authorize the filling of one (1) full-time Staff Social Worker (CMH) position at the Community Mental Center of Cayuga County due to a resignation

HUMAN SERVICES:

8-20-HH-4 Authorizing the creation of a temporary leave bank for a Cayuga County Department of Social Services Employee

8-20-HH-5 Authorizing the Director of Community Services to fill 4 FT Caseworker Positions in the Child Welfare Services Units of the Department of Social Services

8-20-HH-6 Authorizing the Director of Community Services to fill 4 FT Clerk (Seasonal) Positions in the HEAP Unit of the Department of Social Services

8-20-HH-7 Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Sr. Social Welfare Examiner position and abolish a Clerk position in the Department of Social Services

EXECUTIVE SESSION: re: Employment history of a particular person

ADJOURNMENT: Thursday, September 10, 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: Alcohol and Substance Abuse Subcommittee

Name of Recommended Appointee: Arianna Halter

Address: Comm Action Prog Cay/Sen
89 York St, Auburn NY

This appointment is recommended by: Community Services Board

Length of Term: (Start date and End date, not just years) 7/28/20 12/31/21

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

Name of person previously in this position: Michael Greene

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.

1. Attend monthly meetings and special meetings as designated.
2. Identify needs of consumers and establish priorities.
3. Devise, implement, and evaluate the LSP (local services plan).
4. Provide oversight (program and fiscal) for local service providers.
5. Advocate on behalf of consumers with mental illness, mental retardation & developmental disability, and/or alcoholism & substance abuse at the local, state, and federal levels.

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

Works as a Kinship Case Manager for the Community Action Program Cayuga/Seneca. See attached resume.

Revised 1-14-19

COUNTY OF CAYUGA
REQUEST FOR APPOINTMENT FORM

Requested Appointment To: Mental Health Subcommittee

Name of Recommended Appointee: Elizabeth A. Vuillemot
Address: Auburn Housing Authority
7 Merriman St., Auburn, NY

This appointment is recommended by: Community Services Board

Length of Term: (Start date and End date, not just years) 7/28/20 12/31/21

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

Name of person previously in this position: Linda Murphy (resigned)

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.

1. Attend monthly meetings and special meetings as designated.
2. Identify needs of consumers and establish priorities.
3. Devise, implement, and evaluate the LSP (local services plan).
4. Provide oversight (program and fiscal) for local service providers.
5. Advocate on behalf of consumers with mental illness, mental retardation & developmental disability, and/or alcoholism & substance abuse at the local, state, and federal levels.

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

Works for the Auburn Housing Authority. See attached resume.

Revised 1-14-19

RESOLUTION NO. _____ 8/25/20 HD Bike/Pedestrian/Wheel Sport Safety 2020

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

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

WHEREAS, the State has offered the Cayuga County Health Department a grant of $14,403 for the period of October 1, 2020 through September 30, 2021 for the "Bike/Pedestrian/Wheelsport Safety Program," and

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

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

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

RESOLVED, that the Chairman of the Legislature and the Public Health Director be authorized to enter into a contract with New York State and accept funding in the amount of $14,403 for the "Bike/Pedestrian/Wheelsport Safety Program" and accept any COLA funds associated, and be it further

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

RESOLVED, that the Cayuga County Treasurer be authorized and directed to amend the Health Department's 2020 budget in the following manner:

Increase Revenue Account #A40270 43427…….$14,403
Increase Appropriation Account #A40274 54000……...$14,403

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

Co. Atty.: ____*RJG*_____

RESOLUTION NO. _____ **8/25/20** **HD College Interns 2020**

Authorizing the Public Health Director to enter into 5 year agreements with colleges or universities for public health and/or nursing student interns.

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

WHEREAS, the Cayuga County Health Department continually gets requests to take on student interns in the public health or nursing field, and

WHEREAS, the Cayuga County Health Department is desirous of providing direction and operation of fieldwork experiences to aid in the educational experiences requisite to public health or nursing students of the colleges or universities; now, therefore, be it

RESOLVED, that the Chairman of the Cayuga County Legislature and the Public Health Director, subject to the approval as to form of the County Attorney's Office, be authorized to enter into such agreements beginning in the 20-21 calendar year for a term not to exceed 5 years and that such internships shall be at no cost to the County and without benefits.

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

Co. Atty.: _____*RJG*_____

8-20-HH-8

RESOLUTION NO._____ 8/25/20 HD Fill 2 PT Lactation Peer Counselors WIC

Authorizing the Public Health Director to fill 2 PT Lactation Peer Counselor Positions in the Health Department's WIC Program

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

WHEREAS, one of the mandated services of the NYS WIC Program is to further promote breast feeding among WIC participants by utilizing the services of a Part-Time Lactation Peer Counselor position to, among other duties, assist in teaching breastfeeding classes within the WIC program, provide information on additional sources of help for the breastfeeding mother, and participate in peer support groups; and

WHEREAS, the State requires all WIC Programs to have at least two Part-Time Lactation Peer Counselors on staff to allow the agencies to extend their hours and allow for more flexibility in coverage of the aforementioned duties; and

WHEREAS, the Public Health Director wishes to fill 2 part-time Lactation Peer Counselor positions in the WIC Program due to recent vacancies; and

WHEREAS, these positions are 100% funded through the WIC Program Grant; NOW, THEREFORE, BE IT

RESOLVED, that the Public Health Director be authorized and directed to fill 2 PT Lactation Peer Counselor positions in accordance with Civil Services Rules and Regulations and the policies of the County of Cayuga; and be it also

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

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

Co. Atty.:__*RJG*___

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	7/29/2020
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	Public Health
Job Title Being Requested (Exact Civil Service Title)	Part-Time Lactation Peer Counselor
Position Control Number	7063 & 7391
Position Status	Permanent
Position Designation	Part-Time
Budget Account Number	A40821 51002
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	Part II
Probationary Salary Amount	12.23

Step 1 Amount (Part II)	12.38
Starting Salary for Position Requested	12.23
Justification for Salary Requested	Per non-bargaining agreement
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Resignation of current incumbent. Required position for program implementation.
How is this position funded?	Grant
Identify the Grant	WIC Program
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	100% grant funded
Department Head	Kathleen Cuddy
Date	7/29/2020
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	Megan Bell
Title of Person Submitting on Behalf of Department or Agency Head	Prinicpal Typist
	(Section Break)

Approve Lhlippoldt 7/29/2020

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	7/29/2020
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	Public Health
Job Title Being Requested (Exact Civil Service Title)	Part-Time Lactation Peer Counselor
Position Control Number	7063 & 7391
Position Status	Permanent
Position Designation	Part-Time
Budget Account Number	A40821 51002
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	Part II
Probationary Salary Amount	12.23

Step 1 Amount (Part II)	12.38
Starting Salary for Position Requested	12.23
Justification for Salary Requested	Per non-bargaining agreement
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Resignation of current incumbent. Required position for program implementation.
How is this position funded?	Grant
Identify the Grant	WIC Program
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	100% grant funded
Department Head	Kathleen Cuddy
Date	7/29/2020
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	Megan Bell
Title of Person Submitting on Behalf of Department or Agency Head	Prinicpal Typist
	(Section Break)

Approve Lhlippoldt 7/29/2020

8-20-HH-9

RESOLUTION NO. _____8/25/2020 HD Create-Fill PT-Temp Health Screening Asst.

Authorizing the Cayuga County Legislature to create and the Public Health Director to fill three (3) Health Screening Assistant positions in the Public Health Department

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

Whereas, there is a need for the screeners during the current COVID-19 pandemic; and

Whereas, funding has been made available to Cayuga County to provide services to the employees of Cayuga County during the COVID 19 pandemic; and

Whereas, a New Position Duty Statement submitted to the Cayuga County Civil Service Commission was reviewed, and the commission determined that the job responsibilities are in line with the job duties of Health Screeners in the Competitive Class, and classified it as such; and

Resolved, that the Cayuga County Legislature creates 3 Health Screening Assistant positions in the Cayuga County Public Health Department on a Part Time, Temporary basis, and be it further

Resolved, that the hourly rate for the Health Screening Assistant position will be set at $16.00 in the Part II of the Cayuga County NB Compensation plan and be it further,

Resolved, that the Health Screening Assistant positions will be abolished when they are vacant due to the exhaustion of funds.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	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	7/15/2020
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	Public Health Department
Job Title Being Requested (Exact Civil Service Title)	Health Screening Assistant
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	6-9 months
Position Designation	Part-Time
Budget Account Number	COVID Funding
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	16.00 per hour
Step 1 Amount (Part II)	16.00 per hour
Starting Salary for Position Requested	16.00 per hour
Justification for Salary Requested	Average hourly rate for similar type positions in other counties
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Requested by the Chairperson of the Legislative body to create and fill position to be able to take and document temperature checks of incoming public and/or employees as the reopening processes continue It is important for the safety and well being of all that come into the building and due diligence
How is this position funded?	Grant
Identify the Grant	COVID
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	no impact and should be only for the duration of the COVID crisis
Department Head	Kathleen Cuddy
Date	7/15/2020
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	Aileen McNabb Coleman
Title of Person Submitting on Behalf of	Chairperson of the Legislature

Department or Agency
Head

(Section Break)

LHLippoldt Approval

RESOLUTION NO._____ 8/25/20 MH 2020 BUDADJ STATE AID

Amending the Mental Health 2020 Budget to adjust State Aid funding for certain Contract Agencies

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

WHEREAS, the Cayuga County Mental Health Center receives 100 percent Federal and State Aid funding for programs to serve adults, children, and families with disabilities who reside in Cayuga County; and

WHEREAS, additional State Aid has been received and allocated to CHAD (Confidential Help for Alcohol and Drugs), Inc. and Unity House, Inc. requiring adjustment to the County Budget for 2020; and

WHEREAS, State Aid within the 2020 budget will be reallocated to Cayuga Centers and Liberty Resources requiring adjustment to the County Budget for 2020; now, therefore, be it

RESOLVED, that the 2020 budget be modified as follows:

Decrease line	A43430-43495	Cayuga Counseling	Revenue by	$36,575.00
Decrease line	A43434-54000	Cayuga Counseling	Expenses by	$36,575.00
Increase line	A43460-43497	Unity House-OMH	Revenue by	$3,584.00
Increase line	A43464-54000	Unity House-OMH	Expenses by	$3,584.00
Increase line	A43470-43503	Cayuga Centers	Revenue by	$36,575.00
Increase line	A43474-54000	Cayuga Centers	Expenses by	$36,575.00
Increase line	A43500-43501	Unity House OASAS	Revenue by	$8,054.00
Increase line	A43504-54316	Unity House OASAS	Expenses by	$8,054.00
Increase line	A43450-41639	Liberty Resources	Revenue by	$50,000.00
Increase line	A43454-54000	Liberty Resources	Expenses by	$50,000.00
Decrease line	A43100-43513	State Aid – DPG	Revenue by	$50,000.00
Decrease line	A43104-54118	Contractual Agreements	Expenses by	$50,000.00
Increase line	A43500-43492	CHAD	Revenue by	$13,188.00
Increase line	A43504-54315	CHAD	Expenses by	$13,188.00

And be it further
RESOLVED, that the Cayuga County Treasurer be authorized to make the journal entries appropriate and necessary to implement this resolution.

Health & Human Services Committee

_____
Elane Daly, Chair

_____
Keith Batman

_____
Michael Didio

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Tricia Kerr

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Timothy Lattimore

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Heidi Nightengale

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Charlie Ripley

Ways & Means Committee

_____
Christopher Petrus, Chair

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Keith Batman

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Elane Daly

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Ryan Foley

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Hans Pecher

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Benjamin Vitale

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Tucker Whitman

Co. Atty:___*RJG*___

RESOLUTION NO. _____ 8/25/2020 MH FILL 1 SSW 0820

AUTHORIZE THE FILLING OF ONE (1) FULL-TIME STAFF SOCIAL WORKER (CMH) POSITION AT THE COMMUNITY MENTAL HEALTH CENTER OF CAYUGA COUNTY DUE TO A RESIGNATION

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

WHEREAS, there is one (1) full-time Grade 30 Staff Social Worker (CMH) position (Position # 2098) vacant at the Community Mental Health Center of Cayuga County (CMHCCC) as the result of a resignation; and

WHEREAS, the Hiring Committee at their August 8, 2020 meeting gave the CMHCCC permission to fill this vacancy; and

WHEREAS, this position is funded in the 2020 Mental Health budget; now, therefore be it

RESOLVED, that the Director of Community Services be authorized and is hereby directed to fill the one (1) full-time Grade 30 Staff Social Worker (CMH) positions (Position # 2098) in accordance with Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga and any fill behind that may occur.

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

Co. Atty: __RJG___

8-20-HH-4

RESOLUTION NO._____ 8/25/20 HS Employee Leave Bank Request 2020

Authorizing the creation of a temporary leave bank for a Cayuga County Department of Social Services Employee

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

WHEREAS, an employee of the Cayuga County Department of Social Services is on leave due to a medical condition, and;

WHEREAS, this employee has worked for the Department of Social Services and has exhausted accruals; and

WHEREAS, a sick bank is requested to create a temporary leave bank at the request of the employee to address the immediate loss of income for the employee; and

WHEREAS, discussion has occurred regarding this issue with representatives of the County and CSEA and both parties have agreed to allow for the creation of a temporary leave bank at the request of the Cayuga County Department of Social Services to address the immediate loss of income for the employee; NOW, THEREFORE BE IT

RESOLVED, that the Cayuga County Legislature hereby approves this temporary leave bank (subject also has the approval of the CSEA officials); AND BE IT FURTHER

RESOLVED, that the Cayuga County Legislature authorizes and directs all the steps that may be required to undertake this temporary leave bank in accordance with the following conditions:

- All other leave shall be exhausted by the employee
- All county employees may be permitted to donate personal, compensatory, or vacation time in no less than1/2 day increments, at any amount up to a grand total of ninety-five work days
- All leave donations shall be in writing on a standardized leave bank form
- Leave time shall be used by the employee using one full day from each donation before additional days are utilized from donors making multiple day donations
- Upon return to full-time employment the Leave bank will be terminated

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

Co. Atty:_____

RESOLUTION NO. _____ 8/25/20 HS Fill 4 FT Caseworker Positions (Services Units)

Authorizing the Director of Community Services to fill 4 FT Caseworker Positions in the Child Welfare Services Units of the Department of Social Services.

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

WHEREAS, there are four (4) Caseworker vacancies, in the Child Welfare Units of Social Services (position control #2214, #2192, #7079, #2247) due to 2 retirements, 1 resignation and 1 termination; and

WHEREAS, these positions are responsible for managing a caseload of open protective, preventive and foster care cases in the Child Welfare Units of Social Services and the services provided are mandated services; and

WHEREAS, these positions are reimbursed at a minimum of 62% State and federal funding; and

WHEREAS, they are funded position in the Social Services Department's 2020 budget; NOW, THEREFORE BE IT

RESOLVED, that the Director of Community Services is authorized and directed to fill 4 Caseworker positions in the Child Welfare Unit and any fill behinds that may occur in accordance with Civil Services Rules and Regulations and the policies of the County of Cayuga.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	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	7/29/2020
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	Social Services
Job Title Being Requested (Exact Civil Service Title)	Caseworker (4 vacancies)
Position Control Number	2214 2192 2228 2247
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	17
Probationary Salary Amount	43,558
Step 4 Amount (CSEA)	49,031

Starting Salary for Position Requested	43,558
Justification for Salary Requested	This is a CSEA Union position, so the starting salary is dictated by the union contract. The new employees would start on the probationary step which is $43,558, and will advance steps as directed by the CBA.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	There are 4 current Caseworker openings in the department due to 2 retirements, 1 resignation and 1 termination. The Caseworker position is responsible for managing a caseload of clients and providing mandates services to our county residents. These positions have been left vacant since March due to the economic impact our county has faced as a result of the COVID pandemic. The other Casework staff have taken on additional caseloads, but this is not sustainable. With the new school year fast approaching it is vital that we fill the Caseworker vacancies. It takes approximately 6 months of formal training before a Caseworker can begin to take cases, and much more than a year for a Caseworker to be efficient in the role. Delaying the filling of these positions any longer will leave the department in too great a deficit, and thus jeopardize the safety and well being of the population we serve.
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?	No additional fiscal impact for the year 2020, as these positions are fully funded in the 2020 budget. They are not newly created positions, just existing vacancies that need to be filled.
Department Head	Ray Bizzari
Date	7/30/2020
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	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor

(Section Break)

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Lhlhippoldt Approved 7/29/2020

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	7/29/2020
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	Social Services
Job Title Being Requested (Exact Civil Service Title)	Caseworker (4 vacancies)
Position Control Number	2214 2192 2228 2247
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	17
Probationary Salary Amount	43,558
Step 4 Amount (CSEA)	49,031

Starting Salary for Position Requested	43,558
Justification for Salary Requested	This is a CSEA Union position, so the starting salary is dictated by the union contract. The new employees would start on the probationary step which is $43,558, and will advance steps as directed by the CBA.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	There are 4 current Caseworker openings in the department due to 2 retirements, 1 resignation and 1 termination. The Caseworker position is responsible for managing a caseload of clients and providing mandates services to our county residents. These positions have been left vacant since March due to the economic impact our county has faced as a result of the COVID pandemic. The other Casework staff have taken on additional caseloads, but this is not sustainable. With the new school year fast approaching it is vital that we fill the Caseworker vacancies. It takes approximately 6 months of formal training before a Caseworker can begin to take cases, and much more than a year for a Caseworker to be efficient in the role. Delaying the filling of these positions any longer will leave the department in too great a deficit, and thus jeopardize the safety and well being of the population we serve.
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?	No additional fiscal impact for the year 2020, as these positions are fully funded in the 2020 budget. They are not newly created positions, just existing vacancies that need to be filled.
Department Head	Ray Bizzari
Date	7/30/2020
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	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor

(Section Break)

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Lhlhippoldt Approved 7/29/2020

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	7/29/2020
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	Social Services
Job Title Being Requested (Exact Civil Service Title)	Caseworker (4 vacancies)
Position Control Number	2214 2192 2228 2247
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	17
Probationary Salary Amount	43,558
Step 4 Amount (CSEA)	49,031

Starting Salary for Position Requested	43,558
Justification for Salary Requested	This is a CSEA Union position, so the starting salary is dictated by the union contract. The new employees would start on the probationary step which is $43,558, and will advance steps as directed by the CBA.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	There are 4 current Caseworker openings in the department due to 2 retirements, 1 resignation and 1 termination. The Caseworker position is responsible for managing a caseload of clients and providing mandates services to our county residents. These positions have been left vacant since March due to the economic impact our county has faced as a result of the COVID pandemic. The other Casework staff have taken on additional caseloads, but this is not sustainable. With the new school year fast approaching it is vital that we fill the Caseworker vacancies. It takes approximately 6 months of formal training before a Caseworker can begin to take cases, and much more than a year for a Caseworker to be efficient in the role. Delaying the filling of these positions any longer will leave the department in too great a deficit, and thus jeopardize the safety and well being of the population we serve.
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?	No additional fiscal impact for the year 2020, as these positions are fully funded in the 2020 budget. They are not newly created positions, just existing vacancies that need to be filled.
Department Head	Ray Bizzari
Date	7/30/2020
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	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor

(Section Break)

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Lhlhippoldt Approved 7/29/2020

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	7/29/2020
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	Social Services
Job Title Being Requested (Exact Civil Service Title)	Caseworker (4 vacancies)
Position Control Number	2214 2192 2228 2247
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	17
Probationary Salary Amount	43,558
Step 4 Amount (CSEA)	49,031

Starting Salary for Position Requested	43,558
Justification for Salary Requested	This is a CSEA Union position, so the starting salary is dictated by the union contract. The new employees would start on the probationary step which is $43,558, and will advance steps as directed by the CBA.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	There are 4 current Caseworker openings in the department due to 2 retirements, 1 resignation and 1 termination. The Caseworker position is responsible for managing a caseload of clients and providing mandates services to our county residents. These positions have been left vacant since March due to the economic impact our county has faced as a result of the COVID pandemic. The other Casework staff have taken on additional caseloads, but this is not sustainable. With the new school year fast approaching it is vital that we fill the Caseworker vacancies. It takes approximately 6 months of formal training before a Caseworker can begin to take cases, and much more than a year for a Caseworker to be efficient in the role. Delaying the filling of these positions any longer will leave the department in too great a deficit, and thus jeopardize the safety and well being of the population we serve.
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?	No additional fiscal impact for the year 2020, as these positions are fully funded in the 2020 budget. They are not newly created positions, just existing vacancies that need to be filled.
Department Head	Ray Bizzari
Date	7/30/2020
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	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor

(Section Break)

Email not displaying correctly? View it in your browser.

Lhlhippoldt Approved 7/29/2020

RESOLUTION NO._____ 8/25/2020 HS Fill 4 FT Clerk (Seasonal) Positions (HEAP Unit).

Authorizing the Director of Community Services to fill 4 FT Clerk (Seasonal) Positions in the HEAP Unit of the Department of Social Services.

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

WHEREAS, the HEAP Program is a mandated program that provides support for the heating needs of clients meeting certain guidelines; and

WHEREAS, there is a high volume of applications for assistance in the HEAP Unit and a need to review applications and issue payments in a timely manner; and

WHEREAS, in the past, the Department of Social Services has hired 4 FT (Seasonal) HEAP Clerks for the winter/heating season to cover this need; and

WHEREAS, the Department of Social Services is provided an annual HEAP allocation to cover the cost of the seasonal staff, which is federally reimbursed at 100 %; NOW, THEREFORE, BE IT

RESOLVED, that the Director of Community Services be authorized and directed to fill the 4 FT Clerk (Seasonal) Positions in the HEAP Unit of the Cayuga County Department of Social Services in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga.

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

Co. Atty:__*RJG*____

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	7/30/2020
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?	No
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Clerk
Position Control Number	7769 7768 7766 7767
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	3-6 months
Position Designation	Part-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	Part II
Probationary Salary Amount	17.19

Step 1 Amount (Part II)	17.34
Starting Salary for Position Requested	17.34
Justification for Salary Requested	Already exists in the current NB Part II Compensation Plan Clerk**
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	The seasonal Clerks assist with the application processing and tracking, as well as other clerical duties in support of the HEAP Unit.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	100%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	These positions are budgeted in the 2020 DSS budget.
Department Head	Ray Bizzari
Date	7/29/2020
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	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor
	(Section Break)

LHLippoldt approve 7/29/2020

Authorization to Create/Fill

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Date	7/30/2020
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?	No
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Clerk
Position Control Number	7769 7768 7766 7767
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	3-6 months
Position Designation	Part-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	Part II
Probationary Salary Amount	17.19

Step 1 Amount (Part II)	17.34
Starting Salary for Position Requested	17.34
Justification for Salary Requested	Already exists in the current NB Part II Compensation Plan Clerk**
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	The seasonal Clerks assist with the application processing and tracking, as well as other clerical duties in support of the HEAP Unit.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	100%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	These positions are budgeted in the 2020 DSS budget.
Department Head	Ray Bizzari
Date	7/29/2020
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	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor
	(Section Break)

LHLippoldt approve 7/29/2020

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	7/30/2020
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?	No
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Clerk
Position Control Number	7769 7768 7766 7767
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	3-6 months
Position Designation	Part-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	Part II
Probationary Salary Amount	17.19

Step 1 Amount (Part II)	17.34
Starting Salary for Position Requested	17.34
Justification for Salary Requested	Already exists in the current NB Part II Compensation Plan Clerk**
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	The seasonal Clerks assist with the application processing and tracking, as well as other clerical duties in support of the HEAP Unit.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	100%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	These positions are budgeted in the 2020 DSS budget.
Department Head	Ray Bizzari
Date	7/29/2020
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	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor
	(Section Break)

LHLippoldt approve 7/29/2020

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	7/30/2020
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?	No
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Clerk
Position Control Number	7769 7768 7766 7767
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	3-6 months
Position Designation	Part-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	Part II
Probationary Salary Amount	17.19

Step 1 Amount (Part II)	17.34
Starting Salary for Position Requested	17.34
Justification for Salary Requested	Already exists in the current NB Part II Compensation Plan Clerk**
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	The seasonal Clerks assist with the application processing and tracking, as well as other clerical duties in support of the HEAP Unit.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	100%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	These positions are budgeted in the 2020 DSS budget.
Department Head	Ray Bizzari
Date	7/29/2020
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	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor
	(Section Break)

LHLippoldt approve 7/29/2020

RESOLUTION NO._____ 8/25/20 HS Create & Fill Sr. Social Welfare Examiner

Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Sr. Social Welfare Examiner position and abolish a Clerk position in the Department of Social Services.

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

WHEREAS, there is a need for a Sr. Social Welfare Examiner position in the Child Welfare Unit of Social Services; and

WHEREAS, this position is responsible for supervising the Human Services Examiner, as well as managing the 4E Eligibility Unit in order to maximize the reimbursement funding for 4E eligible cases in the Child Welfare Unit of Social Services; and

WHEREAS, a New Position Duties Statement submitted to the Cayuga County Civil Service Commission was reviewed, and the Commission determined that the job responsibilities are in line with the job duties of a Sr. Social Welfare Examiner in the competitive class, and classified it as such; and

WHEREAS, there is a Clerk (PC#2200) vacancy in the Department of Social Services due to a resignation effective 1/24/20; and

WHEREAS, funding for the newly created Sr. Social Welfare Examiner position off set in the 2020 Department of Social Services budget with the abolishing of the funded Clerk position; now therefore be it

RESOLVED, that the Cayuga County Legislature creates a Sr. Social Welfare Examiner position (Grade 17 of the CSEA Bargaining Unit) in the Children and Family Services Unit of the Department of Social Services with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the Director of Community Services fills the Sr. Social Welfare Examiner position, and any fill behinds in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga; and be if further

RESOLVED, that the vacant Clerk (PC#2200) position be abolished.

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

Co. Atty:__*RJG*____

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	7/29/2020
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?	Yes
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Sr. Social Welfare Examiner
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	Yes
Position Control Number of Position Being Abolished	2200
Civil Service Title of Position Being Abolished	Clerk
Comp Plan Abolished Position Was Included In	CSEA

CSEA Grade of Abolished Position	3
Minimum/Probationary Salary for Abolished or Vacated Position	33,837
Maximum Salary for Abolished or Vacated Position	36,287
Is the abolished position currently filled?	No
When was the position vacated?	02/01/2020
What was the salary at the time of separation for, the last person appointed to, the abolished position?	36,287
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	17
Probationary Salary Amount	43,558
Step 4 Amount (CSEA)	49,031
Starting Salary for Position Requested	43,558
Justification for Salary Requested	This is a CSEA union position, so the starting salary is dictated by union contract. The new employee would start on the probationary step which is $43,558 and will advance steps as directed by the CBA.
Does position include fringe benefits?	Yes

What is the justification for filling this position AND why is it important for your department?	This position would be responsible for supervising the Human Services Examiner, as well as managing the 4E eligibility unit in order to maximize the reimbursement funding for 4E eligible cases in the Child Welfare Unit of Social Services.
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?	There is existing money in the DSS budget for the creation of this position in 2020, to off set the future impact to the DSS budget we are abolishing a fully funded Clerk position.
Department Head	Ray Bizzari
Date	7/29/2020
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	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor
	(Section Break)

LHLippoldt HR 7/29/2020