

RESOLUTION NO. 307-20 9-22-20

COL Res Policy (Hire Auth Exp)

**AMENDING THE CAYUGA COUNTY POLICY MANUAL, SECTION 41 (RESOLUTION PROCEDURE) TO LIMIT THE DURATION OF HIRING AUTHORIZATIONS**

BY: Hon. Ryan Foley, Chair, Government Operations Committee  
 Hon. Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, The Cayuga County Legislature is mindful of both the need to hire and retain qualified employees in a timely manner, as well as the often time-consuming process involved with bringing new employees to the county; and

WHEREAS, from time to time, resolutions are presented which grant authorization for a particular department to fill vacant or newly created positions; and

WHEREAS, the Cayuga County Legislature has not historically set any time limitation on the duration of the authority to fill a position and now finds that leaving such authorization open-ended can be detrimental to the Legislature's ability to remain responsive to needs throughout the organization as they arise; now, therefore be it

RESOLVED, that the Cayuga County Policy Manual, Section 41(1)(C) is hereby amended to read:

- A. Amount and account number for any expenditure of money. Where an appropriation from a Reserve Fund is proposed, the current balance available in the Reserve Fund.
- B. Must be in electronic form and sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us) with all supporting documentation 14 days prior to your oversight committee meeting
- C. Any Resolution to create/fill or filling of a position must have and contain the following:
  - i) An Authorization to Fill Form, (this is a new printable PDF form and must accompany the resolution) it must be filled out, name of Department Head typed out and dated before it is sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us). The Human Resources/Civil Service Director will then approve or disapprove, with or without comments as needed, initial, save and send electronically to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us), with a note that he/she has approved. The County Administrator will then recommend/not recommend, type his/her name, date, save and send to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us), with a note that he/she has approved or not approved. This will need to be completed in a timely manner; the Clerk of the Legislature Office must receive the approval or disapproval no later than 7 days before committee meeting. It is up to the County Administrator and the Human Resources Director to notify the Department Head if they approve or dis-approve the resolution. Resolutions will not be placed on the agenda without the electronic approval. The Clerk of the Legislature's Office will attach completed form to the original resolution, upload to the box and bring to committee.
  - ii) *The resolution must contain a date certain after which the authorization to fill is no longer valid. Such date shall fall on the date of a Legislature meeting which is 6 months in the future, or the end of the current fiscal year, whichever is longer.*

, and be it further

RESOLVED, that this resolution shall take effect immediately and that the Clerk of the Cayuga County Legislature is directed to update the Cayuga County Policy Manual accordingly.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 22nd DAY OF SEPTEMBER 2020 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

9-23-20 9:30AM

  
 CLERK, CAYUGA COUNTY LEGISLATURE

# CAYUGA COUNTY POLICY MANUAL

## Section No. 41

### RESOLUTION PROCEDURE

**Subject:** Procedure to Have a Resolution Placed on Committee and Legislative Agenda's

**Effective Date:** 9-22-20 Resolution No.

**Supersedes Policy of:** 8-25-20 (281-20) 7-22-14 (244-14) and 2-24-15 (52-15)

**Policy Title:** Resolution Procedure

**Objective:** This procedure is to be followed in order to have a resolution placed on all Committee and Legislative agenda's.

**Policy:**

1. The department prepares a resolution. If a Legislator proposes a resolution it is mandatory to have his/her typed after the word BY: in the resolution. The resolution must be in the format shown on the attached and include the following:
  - A. Amount and account number for any expenditure of money. **Where an appropriation from a Reserve Fund is proposed, the current balance available in the Reserve Fund.**
  - B. Must be in electronic form and sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us) with **all** supporting documentation 14 days prior to your oversight committee meeting.
  - C. Any resolution to create/fill or filling of a position must have an Authorization to Fill Form, (this is a new printable PDF form and must accompany the resolution) it must be filled out, name of Department Head typed out and dated before it is sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us) Human Resources/Civil Service Director will then approve or disapprove, with or without comments as needed, initial, save and send electronically to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us), with a note that he/she has approved. The County Administrator will then recommend/not recommend, type his/her name, date, save and send to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us), with a note that he/she has approved or not approved. This will need to be completed in a timely manner; the Clerk of the Legislature Office must receive the approval or disapproval no later than 7 days before committee meeting. It is up to the County Administrator and the Human Resources Director to notify the Department Head if they approve or disapprove the resolution. Resolutions will not be placed on the agenda without the electronic approval. The Clerk of the Legislature's Office will attach completed form to the original resolution, upload to the box and bring to committee.
  - D. **All resolutions should be in the following format:**
    - Font – Times New Roman
    - Font Size: 10 or 11 and should be kept to one page if possible
    - RESOLUTION NO. \_\_\_\_\_ 11-25-14 SHR Contractfoodsrvs (BOLD)**
    - Title of resolution (BOLD)**
    - By: Joseph Runkle, Chair, Ways & Means
    - Body – regular-not bold
    - Correct Committee Member names inserted

2. All resolutions that are sent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us) will automatically go to the following people, Chairperson of the Cayuga County Legislature, County Administrator's Office, County Attorney Office, Clerk of the Legislature's Office, Civil Service/Human Resource Office, Treasurer's Office, Purchasing Department and the Budget Director. Any questions or concerns with any resolution must be brought to the County Attorney's attention within 3 business days so that changes or corrections may be made. The County Attorney will then approve, revise or change and e-mail the corrected resolution to the proper department.
3. Once the resolution is approved and saved electronically by the County Attorney's Office, the original resolution together with any contracts and/or other supporting documentation will be handed to the Clerk of the Legislature Office from the County Attorney Office, no later than 7 days prior to the committee meeting/Legislature Meeting and placed in the appropriate folder. The Clerk of the Legislature Office will be responsible for bringing original resolutions to committee meetings for Legislature approval.
4. The Department Head must seek permission from their Committee Chairperson to bring a late resolution to Committee for consideration, no exceptions. If approval is given, resolution will need to be sent to [resolution@cayugacounty.us](mailto:resolution@cayugacounty.us) with notification of committee chair approval. The County Attorney will review resolution and if approves, will then initial original resolution and bring to the Clerk of the Legislature's Office who will then add to appropriate agenda.
5. Any resolutions that are amended or revised at committee must be corrected by that department and resent to [resolutions@cayugacounty.us](mailto:resolutions@cayugacounty.us); the following day and the County Attorney will approve and bring to Clerk of the Legislature Office.
6. The department head shall attend the meeting of the oversight committee and the Legislative Meeting unless excused by their Committee Chairperson.
7. Attached are samples of: Resolutions, Resolution Form and Authorization to Fill Form.
8. The Rules of Order-Cayuga County Legislature, Rule No. 10: Resolutions & Motions sets forth the resolution and motion practice to be observed by the Cayuga County Legislators.

**Note: this Policy shall be reviewed periodically by the County Chairperson, County Attorney, County Administrator and the Clerk of the Legislature's Office**

**COUNTY OF CAYUGA**

**2015**

**Authorization to Fill Form**

Date of Request: \_\_\_\_\_

Department Requesting: \_\_\_\_\_

Job Title: \_\_\_\_\_

Position Control No. \_\_\_\_\_

Grade: \_\_\_\_\_

Budget Account NO. \_\_\_\_\_

Current Salary for Position: \$ \_\_\_\_\_

Probationary Salary for the requested position: \$ \_\_\_\_\_

Does Position Include Fringe Benefits: \_\_\_\_\_

Please attach the program and the job duties that will apply to the individual who will fill this position.

What is the justification of filling this position: \_\_\_\_\_

What will be the fiscal impact of filling this position in your budget this year and in future fiscal years: \_\_\_\_\_

Please include the source of funding for this position this year and in future fiscal years: \_\_\_\_\_

\_\_\_\_\_  
County Department Head

\_\_\_\_\_  
Date

Human Resources Approve:   
Disapprove:

Notes:

Request is Recommended

Request is Not Recommended

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

County Administrator Notes:

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

# LEGISLATIVE RESOLUTION FORM

**DATE:**

**REFERENCE:**

**DUAL REFERENCE:**

**INITIATIVE:**

**TITLE OF PROPOSED RESOLUTION:**

**PURPOSE AND GENERAL IDEA:**

**SUMMARY OF SPECIFIC PROVISIONS:**

**EFFECTS UPON PRESENT LAW:**

**FISCAL IMPACT:**

**JUSTIFICATION:**

**SPONSOR:**

**Authorize the creation and filling of a Supervising Staff Psychiatrist position at the Community Mental Health Center**

By: Patrick Mahunik, Chair, Health and Human Services Committee, and  
Joseph Runkle, Chair, Ways and Means Committee

WHEREAS, Resolution number 410-12 authorized the transfer of budgeted salary costs, line A43101-51001, to professional services, line A43104-54059 in order to contract for psychiatric services with W. Joseph Touchstone, MD, PLLC; and

WHEREAS, the Mental Health Department is required to designate a medical director and Dr. Touchstone, who has been serving in this capacity since joining the department, has indicated his desire for a salaried position and, in the interest of continuity in our medical services it would be beneficial to retain him in that capacity; and

WHEREAS, the Civil Service Commission has reviewed the job duties of the position and classified the title as Supervising Staff Psychiatrist, and

WHEREAS, the position of Staff Psychiatrist is reflected in the 2014 County Budget at a salary cost of \$178,346, line A43101-51001, with the related costs deleted from line A43104-54059 professional services; now, therefore, be it

RESOLVED, that the title Staff Psychiatrist reflected in the 2014 County Budget be amended to the title of Supervising Staff Psychiatrist; and be it further

RESOLVED, that the position of Supervising Staff Psychiatrist be created and placed within the Cayuga County Compensation Plan, Part IV, at an annual rate of \$178,346; and be it further

RESOLVED, that the Director of Community Services be authorized and is hereby directed to fill the position of one Supervising Staff Psychiatrist in accordance with the Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga.

**Health & Human Services Committee**

**Ways & Means Committee**

\_\_\_\_\_  
Patrick Mahunik, Chair

\_\_\_\_\_  
Joseph Runkle, Chair

\_\_\_\_\_  
Joseph Bennett

\_\_\_\_\_  
Terrance Baxter

\_\_\_\_\_  
Mark Farrell

\_\_\_\_\_  
Michael Didio

\_\_\_\_\_  
Ryan Foley

\_\_\_\_\_  
Patrick Mahunik

\_\_\_\_\_  
Timothy Lattimore

\_\_\_\_\_  
Hans Pecher

\_\_\_\_\_  
Hans Pecher

\_\_\_\_\_  
Paul Pinckney

\_\_\_\_\_  
Frank Reginelli

\_\_\_\_\_  
Tucker Whitman

Co. Atty: \_\_\_\_\_

(SAMPLE)  
LEGISLATIVE RESOLUTION FORM

**DATE:** December 10, 2013

**REFERENCE:** Health and Human Services Committee

**DUAL REFERENCE:** Ways and Means Committee

**INITIATIVE:** MHCreateFillSupPsychi2014

**TITLE OF PROPOSED RESOLUTION:** Authorize the creation and filling of a Supervising Staff Psychiatrist position at the Community Mental Health Center

**PURPOSE AND GENERAL IDEA:** Creating the position of Supervising Staff Psychiatrist to provide medical supervision of physicians, nurse practitioners, and nurses in the Mental Health Department

**SUMMARY OF SPECIFIC PROVISIONS:** In 2013, we converted a salaried position to a contracted position when the salaried individual left the department. Dr. Touchstone has served as our medical director since that change. This resolution creates a specific title to identify the medical director and returns the position to the salaried category. As part of the 2014 budget process, the costs associated with the contract position were shifted from contracted professional services to the full time salaried category.  
**EFFECTS UPON PRESENT LAW:** None.

**FISCAL IMPACT:** Funds were included in the 2014 budget.

**JUSTIFICATION:** The department is required to identify a Medical Director. This resolution creates a title that will fill that need. In 2013, we had a Psychiatrist serving as Medical Director with a \$10,000 salary adjustment to compensate for those duties. When that employee left, we hired Dr. Touchstone on a contractual basis to fill that need. Dr Touchstone has indicated his desire to become a salaried employee. He has done an excellent job for the department and we believe that this action will provide continuity and stability within the medical staff. Since mid-January 2013, he has generated \$241,488 in revenue.

**SPONSOR:** \_\_\_\_\_, Chairperson, Health and Human Services Committee

**CO-SPONSOR:** \_\_\_\_\_, Chairperson, Ways and Means Committee

(Please scroll down)

(SAMPLE)



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Supervising Staff Psychiatrist**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga County  
12/11/13

Adoption: CSM  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

The Supervising Staff Psychiatrist supervises medical staff and oversees psychiatric services of the Community Mental Health Department. The incumbent provides professional, medical and psychiatric services for patients in a psychiatric program and does related work as required. This position requires independent judgment under the general direction of the Director of Community Services.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Provides direct supervision of medical staff and, when appropriate, a collaboration agreement with psychiatric nurse practitioners;  
Ensures that procedures for the effective delivery of psychiatric services are adhered to by staff members;  
Collaborates with the Director of Community Services in regards to the recruitment of other psychiatrists and/or other prescribing staff;  
Participates in the development of policy and quality assurance activities;  
Provides direct services to clients, including psychiatric evaluations, medications and psychotherapy;  
Provides individual, group and family therapy;  
Utilizes the department's electronic health record system;  
Works as part of the treatment team, including social workers and psychologists;  
Reviews client's charts to ensure that documentation standards are adhered to by medical staff;  
Ensures that medical staff members adhere to psychiatry productivity standards;  
Coordinates and maintains work schedules to ensure adequate medical staff coverage;  
Provides medical/legal examinations and appears as an expert witness in court proceedings;  
Participates in in-service training of staff and trainees;  
Does related duties as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of effective management and utilization of psychiatric services;  
thorough knowledge of the practice of psychiatry including treatment and trends;  
Good knowledge of psychopharmacology;  
Ability to lead and supervise psychiatric and medical staff in a mental health setting;  
Ability to use an electronic health record system;  
Ability to communicate effectively both orally and in writing;  
Ability to work with individuals representing diverse cultures and backgrounds with a high degree of sensitivity, tact, and diplomacy;



**MINIMUM QUALIFICATIONS:**

- (A) Valid license to practice medicine issued by the New York State Education Department and satisfactory completion of a training program in psychiatry approved by the American Board of Psychiatry and Neurology; AND
- (B) Three (3) years of formal or supervised post licensure experience in an inpatient or outpatient mental health program; AND
- (C) One (1) year of additional clinical experience PLUS one (1) year of providing supervision in a clinical program.

**Clinic Treatment Program Description:** A clinic treatment program shall provide treatment designed to reduce symptoms, to improve patient functioning and to provide ongoing support. A clinic treatment program shall provide the following services: assessment and treatment planning, health screening and referral, discharge planning, verbal therapy, medication therapy, medication education, symptom management and psychiatric rehabilitation readiness determination. The following services are also provided: case management, crisis intervention services, clinical support services and family treatment services.

**FISCAL IMPACT WORKSHEET**

	Former Psychiatrist	Supervising Psychiatrist
Salary	\$ 188,346	\$178,346
Retirement	38,573	45,532
Worker's Comp	6,573	6,224
FICA	9,891	9,750
Health/Dental	<u>6,763</u>	<u>9,920</u>
Total Fringe	\$ 61,800	\$ 71,426
Total Cost	\$250,146	\$249,772
Difference	\$374 reduction	

Note: Column 1 reflects single health insurance and retirement tier 4.  
Column 2 reflects family health insurance and retirement tier 2.

**APPROVED DEPARTMENT ABBREVIATIONS FOR RESOLUTION TITLES  
(Top Right all Resolutions)**

<b>Res. Title Prefix</b>	<b>Department</b>
AP	Accounts Payable
AC	Assigned Council
BOE	Board of Election
BLD	Buildings & Grounds
EMO	CEMO & Fire Coordinator
LEG	Chairman/Legislators
COL	Clerk of the Legislature
COR	Coroner
ADM	County Administrator
COA	County Attorney
AUD	County Auditor
CC	County Clerk
DMV	Dept. of Motor Vehicles
DA	District Attorney
ET	Employment & Training
HD	Health Dept.
HWY	Highway Dept. & Motor Pool
HIS	Historian
HR	Human Resources & Civil Services Commission
HS	Human Services
IT	Information Technology
MH	Mental Health
OFA	Office of the Aging
PT	Parks & Trails
PB	Planning Board
PRO	Probation Department
PUR	Purchasing
REC	Records Retention
RPS	Real Property Services
SHR	Sheriff
911	911/PSAP
TRE	Treasurer
VET	Veterans
WTS	Weights & Measures
YB	Youth Bureau

**Dept. Abbreviations for Resolutions**

**Samples BOE(space)newprinter  
COA(space)LL No.3**

**Please do not use – or\_ in your titles**