

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

AGENDA
PERSONNEL COMMITTEE MEETING
TO BE HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Members: Chairman Jonke, Legislators Castellano & Nacerino

Tuesday

6:00PM

August 8, 2023

(Health Meeting to Immediately Follow)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – July 11, 2023**
- 4. Approval/ Budgetary Transfer 23T211/ Reclass from Account Clerk To Senior Account Clerk – Purchasing Department/ Director of Purchasing John Tully**
- 5. Approval/ Budgetary Transfer 23T228/ Funding for Additional Fiscal Manager from 11/06/2023 to 12/31/2023/ Commissioner of Mental Health, Social Services, and Youth Bureau Mike Piazza**
- 6. FYI/ Accident Report**
- 7. FYI/ Incident Report**
- 8. Other Business**
- 9. Adjournment**

August 8, 2023

Per.

#3

PERSONNEL COMMITTEE MEETING
40 Gleneida Avenue Room #318
Carmel, NY 10512

Committee Members: Chairman Jonke, Legislators Castellano & Nacerino

Tuesday

6:00p.m.

July 11, 2023

The meeting was called to order by 6:02PM by Chairman Jonke who requested Legislator Castellano lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

Item #3 - Acceptance/Personnel Committee Meeting Minutes June 13, 2023

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 - Approval/ Budgetary Transfer 23T158/ To Amend DSS Budget as a result of increase of hours worked/ Commissioner of MH/DSS/YB Michael Piazza

Chairman Jonke stated he spoke with Commissioner Piazza about this request. He explained an employee who currently works 24 hours per week has increased hours worked to 30 hours. He stated there is a total increase of \$5,135.00. He stated there will be no fiscal impact in 2023. He stated in 2024 there will be a fiscal impact of \$6,924.00.

Legislator Nacerino questioned with this increase of hours there will be health insurance offered. She requested that be addressed.

Senior Personnel Specialist Patricia Rau stated there is a health insurance change and it is reflected in the backup. She stated that she does not know the specifics of this item. She stated with that said Commissioner Piazza did tell her that they do receive grant funding that is put towards this.

Legislative Counsel Firriolo stated from the backup provided it shows that funding from vacancies will be used in 2023 to account for the health care and in 2024 it shows the fiscal impact of \$6,924.00.

Chairman Jonke made a motion to approve Budgetary Transfer 23T158/ To Amend DSS Budget as a result of increase of hours worked; Seconded by Legislator Nacerino. All in favor.

Item #5- Approval/ Budgetary Transfer 23T189/ To Increase Education & Training Budget Lines/Acting Administrator of Planning John Tully

Chairman Jonke stated Acting Administrator of Planning Tully was not present. He questioned if anyone had information on this item.

Legislative Clerk Schonfeld stated she was informed this request is to cover the costs associated with the Soil and Water Conference.

Chairman Jonke made a motion to approve Budgetary Transfer 23T189/ To Increase Education & Training Budget Lines; Seconded by Legislator Nacerino. All in favor.

Item #6 - Approval/ Budget Transfer 23T162/ Request Funding for Part-Time Employee/ Youth Bureau/ Youth Bureau Executive Director Janeen Cunningham

Chairman Jonke stated he spoke with Commissioner Piazza regarding this request. He stated he explained to him this request is to cover the costs related to coverage during a Maternity Leave. He stated the employee, because of the nature of the work, will begin the Maternity Leave early. He stated this budgetary transfer is to cover the costs of the part-time temporary employee who will be hired to cover the time period of the Maternity Leave, August 14- December 29, 2023.

Senior Personnel Specialist Patricia Rau stated they will be using funds from the vacant position of the Deputy Director, therefore, there is a zero (0) fiscal impact.

Chairman Jonke made a motion to approve Budget Transfer 23T162/ Request Funding for Part-Time Employee/ Youth Bureau; Seconded by Legislator Nacerino. All in favor.

Item #7 - Approval/ Budgetary Amendment 23A042/ NYS Department of Health -Public Health Infrastructure, Workforce and Data Systems Grant 12/1/2022 through 11/30/2027 – New Position Contingent upon Renewal of Grant beyond 11/30/2027/ Interim Commissioner of Health Michael Nesheiwat, MD

Chairman Jonke made a motion to waive the rules and accept the additional; Seconded by Legislator Castellano. All in favor.

Senior Fiscal Manager William Orr was present to speak to the fiscal side of this item and Supervising Public Health Educator Shanna Siegel along with Supervising Public Health Nurse Kathy Percacciolo were present to address any questions regarding the positions.

Senior Fiscal Manager William Orr stated the Putnam County Health Department in February 2023 through NYS Department of Health, Public Health Infrastructure Workforce, and Data Systems Grant was awarded \$692,296 over a five-year period. He stated the requested Budgetary Amendment 23A042 was agreed upon by the County Executive Byrne and Interim Commissioner of Health Nesheiwat. He stated there are two (2) positions being requested. He stated the first is a Public Health Data and Informatics Specialist with a starting salary of \$79,031 with a 2.00% Cost of Living Adjustment (COLA) raise per year along with fringe benefits with a 2% increase per year. He clarified that although Personnel has deemed this position Management Confidential, the salary was based on a grade 21. He stated the second position will also be a grade 21 equivalent, Quality Improvement/Performance Management (QIPM) Coordinator, which would be a part-time position, 21 hours per week at an hourly rate of \$43.42. He stated the start date for both positions is approximately October 1, 2023. He stated this request is enough funds to cover 25% of the year in

salaries along with the prospective fringes and \$1,000 for education and training. He stated if all goes as planned and both positions are filled and begin October 1, 2023, the award will fully expend by August 31, 2027.

Legislator Castellano questioned what the positions will entail.

Supervising Public Health Educator Shanna Siegel spoke to the Public Health Data and Informatics Specialist position's role and responsibilities.

Supervising Public Health Nurse Kathy Percacciolo spoke to the Quality Improvement/Performance Management Coordinator position. She began by stating the Putnam County Health Department is a nationally accredited Health Department and therefore are required to do quality improvement and performance management. She stated the goal is to see that the health and welfare of the residents is being taken care of. She continued to speak to the role and responsibly of the position. She finished by stating she believes this should be a full-time position, but the funding is not available, so they will work with this for now.

Legislator Crowley questioned what happens after the five (5) year period of the grant.

Supervising Public Health Educator Shanna Siegel stated after the five (5) year period, they will have an actual understanding and data to support the value of the positions. She stated the hope is there will be grant funding that will support the positions.

Legislator Crowley questioned if they prove successful would there be a request to budget for the positions during the budget process.

Senior Fiscal Manager William Orr stated that is a possibility.

Chairman Jonke made a motion to approval Budgetary Amendment 23A042/ NYS Department of Health -Public Health Infrastructure, Workforce and Data Systems Grant 12/1/2022 through 11/30/2027 – New Position Contingent upon Renewal of Grant beyond 11/30/2027; Seconded by Legislator Castellano. All in favor.

Item #8 – FYI/ Accident Report – Duly Noted

Item #9 - FYI/ Incident Report – Duly Noted

Item #10 - Other Business- None

Item #11 - Adjournment

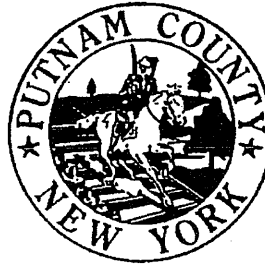
There being no further business at 6:17 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trubuly.

THE PUTNAM COUNTY LEGISLATURE

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- 10. Other Business**
- 11. Adjournment**

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
Pers 8/8/23
A+A*

*Reso
APPROVED
#4*

TO: Commissioner of Finance
FROM: John Tully
DEPT: Purchasing
DATE: 7/26/23

2023 JUL 27 PM 2:43
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10161000 54314 (Postage) <i>Central Services</i>	10134500 51000 <i>(100)</i> (Personnel) <i>Purchasing</i>	1,556.00	Reclassification <i>to Balass From</i>
10161000 54314 (Postage)	10134500 58002 (FICA)	119.00	Account Clerk to <i>Senior Account Clerk</i>

Total \$1,675.00

20__22 Fiscal Impact \$ 0
20__23 Fiscal Impact \$ 0

[Signature] 7/26/23
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

- Date _____ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00
- Date _____ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00
- Date _____ Chairperson Audit /Designee: \$0 - \$10,000.00
- Date _____ Audit & Administration Committee: \$10,000.01 - \$25,000.00

23T211

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
Deputy Personnel
Officer

July 5, 2023

Classification/Reclassification Notice

John Tully
Acting Director of Purchasing and Central Services

Mr. Tully,

Our office has completed a review of the in-person meeting and below referenced documentation that you submitted for a job classification evaluation or re-evaluation on behalf of Michele Pinto.

<input checked="" type="checkbox"/>	Position Duties	Dated	<u>5/26/2023</u>
<input type="checkbox"/>	Job Classification Questionnaire (Form 220)	Dated	<u> </u>
<input type="checkbox"/>	New Position Duties Statement (Form 222)	Dated	<u> </u>
<input type="checkbox"/>	Request for Additional Position(s) in an Already Established Classification (Form 222A)		

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Senior Account Clerk in the Competitive jurisdictional classification.

Please Note:

Competitive Jurisdictional Classification requires permanent appointment from an appropriate eligible list, now or subsequent to an approved provisional appointment, should this position be adopted as a position in your department or agency.

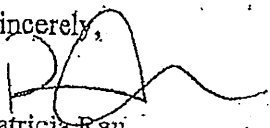
Non-Competitive Jurisdictional Classification requires permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

Labor Jurisdictional Classification requires permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

Exempt Jurisdictional Classification requires appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

If you have any questions regarding this notice, please contact our office.

Sincerely,


Patricia Rau
Senior Personnel Specialist

23T211

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*Call
Pers
A+A
8/24/23* *-8/8/23*
Reso
Approval
#5

TO: Michael J. Lewis – Commissioner of Finance

FROM: Grace Balcer – Fiscal Manager

DEPT: FINANCE

DATE: 8/3/2023

23T228

I hereby request approval for the following transfer of funds:

FROM	TO		
ACCOUNT#/NAME	ACCOUNT #/NAME	AMOUNT	PURPOSE
10120000 51094 <i>Personnel Admin</i>	10120000 51000 <i>Personnel Services Admin Fiscal Manager (6010 51094)</i>	\$10,032	ADDITIONAL FUNDING FOR ADDITIONAL FISCAL MANAGER FROM 11/6/2023 TO 12/31/2023
TEMPORARY	PERSONNEL SERVICES		
10431000 51094 <i>TEMPORARY Mental Health</i>	10431000 51000 <i>PERSONNEL SERVICES Mental Health (6010 51094) Fiscal Manager</i>	6,688	ADDITIONAL FUNDING FOR ADDITIONAL FISCAL MANAGER FROM 11/6/2023 TO 12/31/2023

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$_0__

2024 Fiscal Impact \$_0__

Department Head Signature/Designee Date

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00

Date County Executive/Designee: \$5,000.01 - \$10,000.00

Date Chairperson Audit/Designee: \$0-\$10,000.00

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

2023 AUG -3 AM 11:20
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

23T228

KEVIN BYRNE
County Executive

MICHAEL J. PIAZZA, Jr.
Commissioner
37A298@dfa.state.NY.US

SARA SERVADIO
Deputy Commissioner
Sara.Servadio@dfa.state.NY.US

GRACE M. BALCER
Fiscal Manager
37A279@dfa.state.NY.US



**DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU**


ELIZABETH BARCAVAGE
Director of Eligibility
Elizabeth.Barcavage@dfa.state.NY.US

FRANK MAROCCO, ESQ.
*Director of Children and
Family Services*
Frank.Marocco@dfa.state.NY.US

FAYE THORPE, ESQ.
Counsel for DSS
Faye.Thorpe@dfa.state.NY.US

MEMORANDUM

TO: Michael Lewis
Commissioner of Finance

FROM: Michael J. Piazza, Jr. 
Commissioner

DATE: August 2, 2023

RE: 2023 Mental Health and DSS Transfer of Funds

Your approval is requested to transfer funds from the 2023 Mental Health and Social Services budget for the purpose of adding an additional budgeted position for Fiscal Manager for the period of November 6, 2023 – December 31, 2023.

The approved 2023 budget reflects one full-time Fiscal Manager and a consultant in the 1094 line. The purpose of this was to have a new Fiscal Manager while the existing Fiscal Manager stayed on as a consultant.

However, since we have not filled the consultant line, funding exists to have 2 Fiscal Managers work full-time in budgeted positions from November 1, 2023, through December 31, 2023. The complexities of the Fiscal Manager position in both Mental Health and DSS separately require an extended opportunity for the new Fiscal Manager to learn.

There will be no fiscal impact. The 2024 budget will reflect one full-time Fiscal Manager and a part-time consultant position in a 1094 line just like the original 2023 approved budget.

Establish a budgeted Fiscal Manager position at \$108,680 effective 11/6/23 – 12/31/23.

(2)

Accounts for the Transfer of Funds:

<u>FROM</u>		<u>TO:</u>		
10120000	51094	10120000	51000	\$10,032
(Temporary)		(Personal Svcs.)		
10431000	51094	10431000	51000	6,688
(Temporary)		(Personal Svcs.)		
		Fiscal Impact 2023		-0-
		Fiscal impact 2024		-0-

If you have any questions or require additional information, please give me a call.

As requested,

90% of my current salary - \$108,680

Budget-1094

11/6-12/31	\$16,720	split 60% DSS	\$10,032	32,499
		40% MH	6,688	21,448

Grace M. Balcer

Fiscal Manager
Putnam County Depts. Of
Social Service, Mental Health & Youth Bureau
110 Old Route Six, Bldg. 2
Carmel, NY 10512
845 808-1500 x 45210

Personnel Committee Mtg.
August 8, 2023
#6

FYI/Accident Report

Personnel Committee Mtg.
August 8, 2023
#7

FYI/ Incident Report