

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

July 11, 2023

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – June 13, 2023**
- 4. Approval/ Budgetary Transfer 23T158/ To Amend DSS Budget as a result of increase of hours worked/ Commissioner of MH/DSS/YB Michael Piazza**
- 5. Approval/ Budgetary Transfer 23T189/ To Increase Education & Training Budget Lines/Acting Administrator of Planning John Tully**
- 6. Approval/ Budget Transfer 23T162/ Request Funding for Part-Time Employee/ Youth Bureau/ Youth Bureau Executive Director Janeen Cunningham**
- 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**
- 8. FYI/ Accident Report**
- 9. FYI/ Incident Report**
- 10. Other Business**
- 11. Adjournment**

Pers.
July 11
#3

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

Committee Members: Chairman Jonke, Legislators Castellano & Nacerino

Tuesday

June 13, 2023

The meeting was called to order at 6:30PM 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 – May 3, 2023

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 – Approval/ Confirmation Appointment of Michael J. Lewis - Commissioner of Finance/ County Executive Kevin Byrne

Chairman Jonke invited Candidate for Commissioner of Finance Michael J. Lewis to introduce himself.

Candidate for Commissioner of Finance Michael J. Lewis stated he had over 20 years of experience in finance, including 10 years of experience with PKF O'Connor Davies LLP, the current auditors of Putnam County, as well as 10 years as the Deputy Commissioner of Finance of New Rochelle, which had a comparable budget to Putnam County of almost \$200 million. He stated he has also worked under the former Commissioner of Finance William Carlin, for the past two years. He stated he was supported for this position by County Executive Kevin Byrne, former Commissioner of Finance William Carlin, and Chairman of the Audit & Administration Committee Joseph Castellano.

Chairman Jonke welcomed and invited County Executive Kevin Byrne and Deputy County Executive James Burpoe to speak to the merit of Mr. Lewis.

County Executive Kevin Byrne stated Mr. Lewis went through a thorough vetting process through the Selection Committee, similar to other top management positions in County government, including Commissioner of Emergency Services. He stated Mr. Lewis was the best candidate for the position, and exceeded the qualifications of the Selection Committee. He stated Chairman of the Audit and & Administration Committee Castellano was a member of the Selection Committee. He stated Chairman of the Audit & Administration Committee Castellano

chose Mr. Lewis as the top candidate. He stated Mr. Lewis was a native of Putnam County, as he graduated from Mahopac High School, and has a wealth of knowledge in the field of finance due to his work in both the private sector and the public sector. He stated Mr. Lewis has 20 years of finance experience. He spoke to his belief that Mr. Lewis will be a great Commissioner of Finance for Putnam County.

Chairman Jonke, as well as Legislators Nacerino, Castellano, Montgomery, Gouldman, Sayegh, and Ellner, in that order, all spoke to their approval of Candidate for Commissioner of Finance Michael J. Lewis.

Chairman Jonke made a motion to Approve/ Confirmation Appointment of Michael J. Lewis – Commissioner of Finance; Seconded by Legislators Castellano and Nacerino. All in favor.

Item #5 – Approval/ Confirmation Appointment of Patricia McLoughlin – Director of Real Property Tax Services/ County Executive Kevin Byrne

Chairman Jonke invited Candidate for Director of Real Property Tax Services Patricia McLoughlin to introduce herself.

Candidate for Director of Real Property Tax Services Patricia McLoughlin stated she is originally from Dutchess County, where she has run an appraisal business for the past 18 years, and sold real estate prior to that. She spoke to her experience as a manager and supervisor of employees, as well as her confidence in adapting to this new position in Putnam County.

Chairman Jonke invited County Executive Kevin Byrne to speak to the merits of Ms. Patricia McLoughlin.

County Executive Kevin Byrne stated how the process for selecting McLoughlin as candidate for the position followed a similar process to the selection of Commissioner of Finance Michael J. Lewis. He stated this appointment followed the retirement of the previous Director of Real Property Tax Services, Lisa Johnson. He stated Ms. McLoughlin went through a thorough vetting process, with some help from Chairman Jonke. He spoke to Ms. McLoughlin's experience in the private sector, and further stated her lack of experience working in Putnam County's government would actually be a benefit to her in the role of Director of Real Property Tax Services.

Chairman Jonke spoke to his role in the appointment process for Candidate for Director of Real Property Tax Services Patricia McLoughlin. He expressed his confidence in the process by which McLoughlin was vetted, as well as in Ms. McLoughlin's professional ability to serve as Putnam County's Director of Real Property Tax Services.

Legislators Nacerino, Castellano, Montgomery, and Gouldman, in that order, all welcomed Candidate for Director of Real Property Tax Services Patricia McLoughlin to Putnam County. Legislators Nacerino and Montgomery, in that order, further commended County Executive

Kevin Byrne in his efforts at filling in positions in Putnam County's government in their statements.

Chairman Jonke made a motion to Approve/ Confirmation Appointment of Patricia McLoughlin – Director of Real Property Tax Services; Seconded by Legislator Castellano. All in favor.

Item #6 – Approval/ Putnam County Service Animals Policy/ Personnel Officer Paul Eldridge

Chairman Jonke invited Personnel Officer Paul Eldridge to speak to this policy.

Personnel Officer Paul Eldridge stated Senior Personnel Specialist Patricia Rau from the Personnel Department would speak to this policy.

Senior Personnel Specialist Patricia Rau stated employees have previously expressed interest in bringing their pets to work. She stated her desire to have a clear policy regarding this, which was the origin of the Service Animals Policy. She gave a summary of the policy, which would allow only service animals, while forbidding pets and emotional support animals. The policy has further rules, including the expected conduct of service animal holders, which includes the ability to keep their animals under control. In compliance with the Americans with Disabilities Act (ADA), the policy also outlines what employees can and cannot ask service animal holders, be they coworkers or members of the public.

Legislator Nacerino questioned what identifies a “service animal”.

Senior Personnel Specialist Patricia Rau stated the animal carries out a task.

Chairman Jonke facilitated further discussion.

Chairman Jonke made a motion to Approve/ Putnam County Service Animals Policy; Seconded by Legislator Nacerino. All in favor.

Item #7 – Approval/ Putnam County Public Facility Access/ Personnel Officer Paul Eldridge

Chairman Jonke invited Senior Personnel Specialist Patricia Rau to speak to this policy.

Senior Personnel Specialist Patricia Rau stated the purpose of this policy is to clarify which areas of County Property are recordable, be it by video or photography.

Chairman Jonke questioned if it was known where these areas were.

Senior Personnel Specialist Patricia Rau stated there are three levels of public space, as is generally accepted in case law. She explained the recommendation for finding out which areas have which clearance for recording will be determined through an internal audit for each department to identify these spaces. She stated the policy has specific definitions for these

spaces, which will enable the departments of the county to abide by it. She stated the departments would use signs to indicate whether or not recording is allowed.

Chairman Jonke facilitated further discussion.

Personnel Officer Paul Eldridge stated employees would be trained in de-escalation, in preparation for cases of belligerent members of the general public who would be provoked by enforcement of this policy, as well as non-belligerent members of the general public which they may mistakenly provoke due to a misunderstanding of the policy.

Senior Personnel Specialist Patricia Rau stated she was in conversation with County Executive Kevin Byrne about training employees who would be present in spaces generally accessible by the general public.

Legislator Montgomery questioned if this policy was present in other county governments. She stated her concern over the extent to which this policy would compromise the ability for the general public to have access to their county government. She questioned if there were opinions from organizations which advocate for open government, such as the New York State Committee on Open Government, regarding this policy.

Senior Personnel Specialist Patricia Rau stated there are other counties with this policy. She stated the phenomenon of members of the general public entering areas of County property where they are not allowed has grown in recent years. She stated the purpose of this policy was both to protect the right of the general public to access their government, as well as their rights are protected by the First Amendment to the United States Constitution, as well as the right of the county government to function properly. She stated members of the Personnel Department attended statewide training earlier in 2023 which went into this topic. She stated in creating this policy, she used another county's policy as its framework and consulted the website for the Open Government Committee to make sure the policy was in line with their principles. She stated this is, however, a legal gray area.

Chairman Jonke stated this policy is also to protect the safety of the employees of the County government. He spoke to his experience with members of the general public storming into County offices based on their belief in their legal entitlement to do so and concluded that these events were potentially unsafe for staff.

Senior Personnel Specialist Patricia Rau stated this policy would also empower employees of the County government because it would clarify for them what is and is not allowed when dealing with belligerent members of the public.

Legislator Nacerino stated her belief that this was "common-sense" legislation, and that this was not an impediment on the rights of the general public to access their government.

Chairman Jonke made a motion to Approve/ Putnam County Public Facility Access; Seconded by Legislator Nacerino. 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 6:55 pm Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by PILOT Intern, Eamon Howley.

THE PUTNAM COUNTY LEGISLATURE

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3. Acceptance/Personnel Committee Meeting Minutes – May 9, 2023
4. Approval/ Confirmation Appointment of Michael J. Lewis - Commissioner of Finance/
County Executive Kevin Byrne
5. Approval/ Confirmation Appointment of Patricia McLoughlin – Director of Real Property
Tax Service/ County Executive Kevin Byrne
6. Approval/ Putnam County Service Animals Policy/ Personnel Officer Paul Eldridge
7. Approval/ Putnam County Public Facility Access/ Personnel Officer Paul Eldridge
8. FYI/ Accident Report
9. FYI/ Incident Report
10. Other Business
11. Adjournment

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
Pers 7/11
A+A*

*Reso
Approval
#4*

TO: Commissioner of Finance
FROM: Sheila Barrett, Deputy Commissioner of Finance *SMB*
DEPT: Finance
DATE: June 16, 2023

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
22070000.51000.601303102 CAC Personnel Services <i>(beginning October 1, 2023)</i> <i>Si. Clerk</i>	22070000.58008.601303102 CAC – Health Insurance	\$ 2,165.00	Health Insurance due to change in hours 25 hpw to 30 hpw
22070000.58002.601303102 CAC FICA <i>(beginning October 1, 2023)</i>	22070000.58008.601303102 CAC – Health Insurance	\$ 18.00	Health Insurance due to change in hours 25 hpw to 30 hpw
10102000.51000.601002126 DSS Services – Personnel Serv. <i>(beginning October 1, 2023)</i> <i>CPS Caseworker</i>	10102000.51000.601303102 DSS Services – Personnel Services	\$ 2,952.00	Health Insurance due to change in hours from 25 hpw to 30 hpw
Total		\$ 5,135.00	

2023 JUN 22 PM 1:22
 LEGISLATIVE
 PUTNAM COUNTY
 CARMEL, IN

23T158

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ -0-
2024 Fiscal Impact \$ 6,924.00

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

23T158

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



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

DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

TO: Michael Lewis
Commissioner of Finance

FROM: Michael J. Piazza, Jr.
Commissioner of MH/DSS/YB

DATE: 6/14/23

RE: 2023 DSS Budgetary Amendment

Your approval is requested to amend the DSS budget to increase Elaine Haskell's hours from 28 hrs. wk. to 30 hrs./wk., split position 75% to the CAC, 25% Services, and provide Health Insurance (Ind.), effective 10/1/23 to be proposed in the CAC's OCFS (Office of Children and Family Services) grant renewal for the period 10/1/23 – 9/30/24. For CY 2023, it is projected that there will be a savings in Services in salaries - \$62,766 and Health Insurance - \$39,615 due to vacancies as of 6/2/23 through year-end resulting in no fiscal impact for 2023. (Supporting documentation attached).

Decrease Appropriations:

22070000	601303102	Sr. Typist Clerk	\$2,165	
	58002	Soc. Security	18	\$2,183

Increase Appropriations:

22070000	58008	Health Insurance	\$2,183	
		Fiscal Impact (23)	-0-	
		Fiscal Impact (24)	-0-	
				Grant funded

(2)

Decrease Appropriations:

10102000	601002126	CPS Caseworker	\$2,952	\$2,952
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Increase Appropriations:

101020000	601303102	Sr. Typist <i>clerk</i>	\$2,952	\$2,952
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Fiscal Impact (23)

-0-

Fiscal Impact (24)

\$6,924

Should you have any questions or require additional information, do not hesitate to contact me.

cc: G. Balcer
M. Behler
S. Servadio

Page 2

		22070000	Annual (CY)						10102000				
		Gr/Step	Salary				Hrly Rate	Hours	Total				
E. Haskell		8-4 .8571	2023	47,226	10/1-12/31/23			30.2746	390	11,807	75%	8,855	2,952
Sr. Clerk		8-4 .80		44,078				30.2746	364	11,020	75%	8,265	2,755
Fringe:				Retirement	FICA	WC	DENTAL	HEALTH	VISION	TOTAL			
	Curent salary- E.H.	44,078		5,914	3,372	536	1,994	0	242	12,058			
	Adjusted salary, eff 10/1	<u>41,913</u>		0.134171242 5,624	0.076500749 3,206	0.012160261 510	166.17/mo. 1,869	20.17/mo. 2,371	227	13,807			
	1/1-9/30 33,058												
	10/1-12/31 8,855	-2,165		-290	-166	-26	-125	2,371	-15	1,749			
	M.B.			5472	2839	87	491	13532	43				
	M.H.			330	432	69	199	0	24				
	Total Fringes			11,426	6,477	666	2,559	15,903	294				

CAC CY 2023 ADOPTED COUNTY BUDGET				BGT ADJUST FOR EH	ADJUSTMENT	10102000	E.H. salary
							33,058 1/1-9/30/23
							<u>11,807</u> 10/1-12/31/23
							44,865
51000	Coord. .40	601303101	37,116	37,116	0	0	
	Sr. Typist 28 hrs	601303102	44,078	41,913	-2,165	2,952	44,865
	Foren.Int/Outreach .10	601302104	5,641	5,641	0	0	
	Total Salaries		86,835	84,670	-2,165	2,952	
54310	Office Supplies		773	773	0		
54311	Printing		180	180	0		
54313	Books, Supp, dues		900	900	0		
54314	Postage		10	10	0		
54410	Supplies		800	800	0		
54560	Equip Rental		2,559	2,559	0		
54634	Telephone		1,730	1,730	0		
54640	Ed/Training		4,100	4,100	0		
54675	Travel		300	300	0		
55314	Chgbk Postage		24	24	0		
55646	Chgbk Contracts		25,247	25,247	0		
	Total Contractual		36,623	36,623	0		

Pg 2 of 2

CAC CY 2023 ADOPTED COUNTY BUDGET			BGT ADJUST FOR EH	ADJUSTMENT	10102000
58001	Retirement	11716	11716	0	
58002	Soc. Sec.	6643	6625	-18	
58003	Disability	62	62	0	
58004	Workers Comp	692	692	0	
58006	Dental	2685	2685	0	
58007	Life	256	256	0	
58008	Health	13720	15903	2183	790
58009	Vision	309	309	0	
58011	Flex	866	866	0	
	Total Fringe	36949	39114	2165	
		160,407	160,407	0	
	Revenue	153,119	153,119	0	
	Cty	7,288	7,288	0	

6/2/23 gb

EST. COUNTY FISCAL IMPACT - CY 2024

	CY 2024				
CAC Office Mgr. .8571 (30 hrs/wk) .75/.25	ANNUALIZED	CAC		SVCS	
Est. Fringe	2023 SALARY	22070000		10102000	
	47226	35420	0.75	11807	0.25
Retirement	6323				
Soc. Security	3613				
WC	574				
Dental	1994				
Health	12913				
Vision	<u>242</u>				
	25659	19244		6415	
	0.543323593				
	FB rate				
Total	72885	54664		18221	
		Grant funded		11297	Approx. 62% reimbursement
				6924	Cty

6/2/23 gb

ANALYSIS OF SVCS. - PERSONNEL SERVICES AND HEALTH INSURANCE.
10102000

PERSONNEL SVCS.	2023 Adopted	2023 Projected YE	Difference
601002101 Dir Child/Fam Svcs.	130,876	130,876	0
601002103 CPS Supervisor	102,023	105,083	-3,060
601002104 Caseworker	76,470	76,470	0
601002105 Caseworker	72,829	72,829	0
601002106 Caseworker	75,280	25,740	49,540 Vacant
601002108 CPS Caseworker	59,595	59,595	0
601002110 Caseworker	80,294	80,294	0
601002111 Typist	54,630	54,630	0
601002112 Caseworker	97,597	102,361	-4,764
601002115 Sr Acct Clerk	65,369	65,369	0
601002117 CPS Caseworker	72,829	72,829	0
601002118 CPS Caseworker	80,294	80,294	0
601002119 Case Supvr	104,636	104,636	0
601002120 CPS Caseworker	77,426	77,426	0
601002121 Caseworker	80,294	80,294	0
601002123 Caseworker (SP)	72,829	72,829	0
601002124 Caseworker	72,829	72,829	0
601002125 CPS Caseworker	80,294	80,294	0
601002126 CPS Caseworker	80,294	50,427	29,867
601002128 CPS Caseworker (SP)	72,829	72,829	0
601002129 Sr. Caseworker CPS	95,421	95,421	0
601002130 Sr. Caseworker CPS	65,329	88,230	-22,901
601002131 Sr. Caseworker	92,641	92,641	0
601002132 Caseworker	72,829	72,829	0
601002133 Caseworker	66,598	55,844	10,754
601002134 CPS Caseworker (SP)	59,595	46,071	13,524 Vacant
601002135 Caseworker Asst.	56,408	68,449	-12,041
601002999 Reclass to Sr. Casewkr	3,715	1,858	1,857
601303101 Coord. CAC	55,674	55,674	0
601004103 Caseworker	84,308	84,308	0
731010104 Youth Director	17,973	17,973	0
731010904 Salary adj.	1,692	1,692	0
	2,281,700	2,218,924	62,776 Projected Savings to date as of 6/1/23.

HEALTH INSURANCE

BUDGET	665,677.00
AS OF 5/19 PAYROLL	<u>238,767.76</u>
AVAILABLE BALANCE	426,909.24
CURRENT AMT. PER PAY PERIOD	23,376.44
14 PAY PERIODS TO YE	<u>14</u>
	327,270.16
Est. Health Insurance for 3 new employees for the balance of the yr.	<u>60,023.88</u>
PROJ. SAVINGS AT YEAR END	39,615.20

6/2/23 gb

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
Pers. 7-11-23
AAA
3050
Approval
#5*

TO: Commissioner of Finance
FROM: John Tully, Acting Administrator of Planning
DEPT: Planning, Development & Public Transportation
DATE: July 6, 2023

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10802000.51000.10101 Personnel <i>Commissioner - Planning</i>	10802000.54640 Ed. & Training	\$2,000.	Increase Education & Training Line for conference for Planning
10802000.51000.10101 Personnel ✓	10874500.54640 Education & Trng	\$2,000.	Increase Education & Training Line for conference Soil & Water
10802000.51000.10101 Personnel ✓	10874500.54675 Travel	\$ 500.	Increase Travel Line Soil & Water
10802000.51000.10101 Personnel ✓	10874500.55370 Chargeback Auto	\$ 500.	Increase Chargeback Automotive Soil & Water
Total		\$5,000	

SIGNATURES NOT NEEDED - THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ 0
20__ 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

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2023 JUL -6 PM 2:10

23T189

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
Pers 7/11/23
ATA* *RESO
Approval
#6*

TO: Commissioner of Finance

FROM: Sheila Barrett, Deputy Commissioner of Finance *SMB*

DEPT: Finance

DATE: June 19, 2023

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10731000.51000.10112 Personnel Services – Youth Deputy Director	10731000.51094 Temporary – Youth (August 14 thru December 29, 2023)	\$11,200.00	Cover maternity leave
	Total	\$11,200.00	

23T162

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ -0-
2024 Fiscal Impact \$ -0-

2023 JUN 22 PM 1:21
**LEGISLATURE
PUTNAM COUNTY
CARMEL, NY**

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

23T162

KEVIN BYRNE
County Executive

MICHAEL PIAZZA, JR.
Commissioner



SARA SERVADIO
Deputy Commissioner

JANEEN CUNNINGHAM
Executive Director

YOUTH BUREAU

TO: Mike Lewis, Putnam County Interim Commissioner of Finance

CC: Michael Piazza, Commissioner of Social Services, Mental Health & Youth Bureau
Grace Balcer, Fiscal Manager

FROM: Janeen Cunningham, Putnam County Youth Bureau Executive Director *Jmc*

DATE: June 16, 2023

RE: Budget Transfer

Due to a full-time Youth Program Specialist being out on maternity leave, the Youth Bureau would like transfer money to cover the salary of a part-time temporary employee beginning on Monday, August 14, 2023 through Friday, December 29, 2023. The employee rate will be \$20 an hour for a 20-week period totaling the amount of \$11,200. for that period.

Decrease Appropriations:

10731000 731010112 DEPUTY YOUTH DIRECTOR (VACANT) -\$11,200

Increase Appropriations:

10731000 51094 TEMPORARY \$11,200

Fiscal Impact – (2023) -\$0-

Fiscal Impact – (2024) -\$0-

Please contact me if you have any questions or need additional information.

MICHAEL J. LEWIS
Interim Commissioner Of Finance



cc: all
pers 7/11/23
AVA

SHEILA M. BARRETT
Deputy Commissioner Of Finance

Reso
Approval #17

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, Deputy Commissioner of Finance *SMB*
Re: Budgetary Amendment - 23A042
Date: July 5, 2023

At the request of the Commissioner of Health, the following budgetary amendment is required. (effective October 1, 2023)

Increase estimated appropriations:

26401001.51000.10205 (66108)	Personnel Services	19,758
	Public Health Data and Informatics Specialist	
26401001.51094.10205	Temporary	11,854
26401001.54640.10205	Education & Training	1,000
26401001.58001.10205	Retirement	1,853
26401001.58002.10205	FICA	2,418
26401001.58004.10205	Workers Comp	241
26401001.58006.10205	Dental	499
26401001.58011.10205	Health Insurance	2,223
26401001.58012.10205	Vision	22

Increase estimated revenues:

26401001.444892.10205	Public Health Infrastructure Grant	39,868
	Fiscal Impact - 2023 - 0	
	Fiscal Impact - 2024 - 0	

This Resolution is necessary to recognize the NYS Department of Health Public Health Infrastructure, Workforce and Data Systems Grant. The grant was awarded at \$692,296 for the period 12/1/2022 through 11/30/2027. The new position created is contingent upon renewal of the grant beyond 11/30/2027.

Approved:

Kevin M. Byrne
County Executive

Please forward to the appropriate committee.

Approved:

2023 JUL - 6 AM 9:38
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY



PUTNAM COUNTY DEPARTMENT OF HEALTH

1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390
www.putnamcountyny.gov/health

A PHAB-ACCREDITED HEALTH DEPARTMENT

Kevin M. Byrne
COUNTY EXECUTIVE

Michael J. Nesheiwat, MD
INTERIM COMMISSIONER OF HEALTH

MEMORANDUM

TO: Michael Lewis, Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager **WAO**
DATE: June 29, 2023
RE: **Budgetary Amendment**

Please review and approve the Budgetary Amendment as regards to the Public Health Infrastructure Award, and upon approval, please forward to the Personnel Committee and Health Committee.

Increase Revenue: 26401001-444892-10205 Public Health Infrastructure	\$39,868
Total Revenue	<u>\$39,868</u>
Increase Expense: 26401001-51000-10205 Public Health Infrastructure	\$19,758
Increase Expense: 26401001-51094-10205 Public Health Infrastructure-QIPM Coordinator	\$11,854
Increase Expense: 26401001-58001-10205 Public Health Infrastructure Retirement (12 months)	\$ 1,853
Increase Expense: 26401001-58002-10205 Public Health Infrastructure FICA (12 months)	\$ 2,418
Increase Expense: 26401001-58004-10205 Public Health Infrastructure Workers Comp (12 months)	\$ 241
Increase Expense: 26401001-58006-10205 Public Health Infrastructure Dental (12 months)	\$ 499

Increase Expense: 26401001-58008 -10205 \$ 2,223
Public Health Infrastructure Health Insurance (12 months)

Increase Expense: 26401001-58009-10205 \$ 22
Public Health Infrastructure Vision

Increase Expense: 26401001-54640-10205 \$ 1,000
Public Health Infrastructure Education & Training

Total Expense \$39,868

Fiscal Impact **\$0.00**

In February 2023, NYS Department of Health announced the Public Health Infrastructure, Workforce, and Data Systems Grant. Putnam County Department of Health was awarded \$692,296 over a five-year period through Health Research Incorporated (HRI) for the purpose of strengthening the workforce and foundational capabilities of the county public health department. The current Grant period is 12/1/2022-11/30/2027. NYSDOH has notified all local health departments to budget the entire allocated award, despite the 12/1/2022 start date. Currently, we are budgeting for a full-time Public Health Data and Informatics Specialist and a part-time Quality Improvement/Performance Management (QIPM) Coordinator (Please see attached draft Job Specifications).

The annual salary for the Public Health Data and Informatics Specialist starts at \$79,031 with a 2.00% COLA raise per year. Fringe Benefits are also budgeted annually with a 2% increase per year. Recommended salaries and job specifications were provided by the Personnel Department based on scope of duties and compensation from surrounding counties. The QIPM Coordinator position is 21 hours per week, at an hourly rate of \$43.42. Fringes (FICA) for the part-time position has also been budgeted. The expected start date for both positions is approximately 10/1/2023.

In addition to salaries and benefits, funding for training and education has been included within this Amendment.

Also attached is an Excel spreadsheet delineating the anticipated full Award Expenditures over the five-year Grant period. The first year beginning 10/1/2023 has been prorated, also 2027, the final year of the Grant, has been prorated. We will include a Budget in 2024 and subsequent years.

WAO: mb
Attachment

PUBLIC HEALTH DATA AND INFORMATICS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a highly technical position that will play a critical role in public health data modernization efforts at the Putnam County Department of Health. Incumbent will evaluate departmental data collection, management, and analysis needs, and then implement optimal tech solutions. The incumbent will also work closely with the epidemiologist, obtaining and analyzing health data to monitor trends in the community, support epidemiologic investigation, and evaluate public health programs and interventions. Work requires advance knowledge of informatics, applied epidemiology and biostatistics for public health practice. The Public Health Data and Informatics Specialist works under the direct supervision of the Epidemiologist and may exercise supervision over subordinate staff or interns.

TYPICAL WORK ACTIVITIES:

Evaluates departmental data system needs and advises on technological solutions;
Assists the Epidemiologist in the collection, analysis, interpretation, visualization, and reporting of health data to determine and evaluate community health needs;
Designs, manages, and utilizes databases for analysis of health issues and program evaluation;
Analyzes and interprets data from secondary sources using appropriate statistical methods;
Supports primary data collection activities such as surveys and focus groups including instrument development, sampling strategy, statistical analysis, and writing of reports detailing findings;
Provides oversight, supervision, and research analytics in relation to the Community Health Assessment (CHA);
Responds to internal and external requests for health statistics;
Works to integrate performance improvement programs and initiatives to continuously enhance practice standards of care, services, and programs through tracking indicators, analyzing trends, quality assurance, and improvement activities;
Assists department in the use of relevant methods for planning and program evaluation;
Support disease surveillance and epidemiologic investigations, including outbreak investigations;
Collaborates with Putnam County IT Department;
Works to ensure that the public has access to accurate and timely data as necessary;
Performs related work as required

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of database management and design principles; good knowledge of the principles, theories, and techniques of descriptive and inferential statistics; good

PUBLIC HEALTH DATA AND INFORMATICS SPECIALIST (cont'd)

knowledge of current developments in the field of statistics or biostatistics; good knowledge of a variety of statistical software tools for data collection and analysis; working knowledge of public health and/or behavioral health practice and related sources of population data; working knowledge of the regulations and objectives of health department programs; ability to manipulate data into different standard formats; ability to comprehend and maintain complex records and data files; ability to design and manage a database to meet public health needs as they emerge; ability to prepare written reports and summaries including charts and graphs; ability to use established mathematical and biostatistical methods; ability to establish and maintain effective work relationships; ability to communicate effectively both verbally and in writing; initiative; resourcefulness; sound professional judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Epidemiology, Biostatistics, or Data Analytics *and* one (1) year of experience in technical or quantitative research or biostatistical analysis; or
- b) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Health, Math, or Computer Science *and* two (2) years of experience in technical or quantitative research or biostatistical analysis; or
- c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in biostatistics, data analytics, or a closely related field, *and* four (4) years of experience in technical or quantitative research work, health informatics, or biostatistical analysis; or
- d) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree *and* six (6) years of experience in technical or quantitative research work, health informatics, or biostatistical analysis

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education / U.S. Secretary of Education.

QUALITY IMPROVEMENT PERFORMANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is professional work determining the overall effectiveness and quality of services provided by the Health Department. Work involves development and coordination of the quality improvement plan and accreditation process and activities for the department, including maintenance of the Quality Improvement Performance Management plan, workforce development planning, implementation, and coordination of the quality assurance and utilization review programs of the Putnam County Department of Health. This position is responsible for reviewing the quality of care and the quality of reporting across the department and working with departmental staff to make changes and improve standards of customer service where necessary. In addition, this position must be knowledgeable with all applicable regulations, standards and clinical standards for all populations served by the Department. Other duties include assessing, planning, and directing the implementation of Quality Improvement initiatives across the department. The incumbent also serves as a liaison between the department, contract agencies and the Quality Improvement Committee. The work is performed under the general supervision of the Commissioner. Supervision of staff as it relates to compliance with established quality improvement plans and accreditation processes may be a function of this position.

TYPICAL WORK ACTIVITIES:

- Leads and participates in selected program performance reviews to determine appropriateness of service and reporting;
- Leads and participates in the Quality Improvement Performance Management Committee;
- Oversees department policy and procedure annual review and revision;
- Prepares reports on clinic records compliance and submits findings and recommendations for improvement to administrators responsible for these units;
- Assists and participates in committee meetings dealing with compliance, quality improvement and utilization review;
- Develops and coordinates a department-wide quality improvement program that evaluates the quality outcomes and effectiveness of public health services; analyzes and prepares related reports for administrative review;
- Promotes and ensures department compliance with applicable federal and state regulations and accreditation requirements related to quality improvement, performance improvement and workforce development; coordinates quality improvement and performance improvement plans to reflect department needs, goals, etc.
- Develops and implements organizational initiatives to support accreditation and public health regulations;
- Oversees and revises the Quality Improvement Performance Management plan;
- Oversees and follows-up on customer service by all department programs;
- Leads department-wide accreditation and Quality Improvement Performance Management initiatives;
- Oversees project prioritization and timeline management of the Quality Improvement Performance Management and Public Health Accreditation Programs;
- Completes statistical and narrative reports for the Commissioner and discusses findings with the Quality Improvement Performance Management Committee and other administrative staff;
- Collaborates with the Putnam County IT department;
- Assists and coordinates in-service training with Workforce Development Committee for departmental employees on procedures related to quality improvement performance management;

Identifies needed changes and clarifications on public health regulatory issues and quality improvement programs, including program performance review of activities, and participates in related plans/actions to make necessary changes, including ongoing monitoring of recommended corrective actions to ensure follow up;
Participates in the design, data collection and analysis of performance measures and quality improvement activities for the department and contract agencies;
May act as HIPAA consultant to advise staff and assure that policy and procedures are adhered to, and will report breaches to the Commissioner;
Does related work as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as inappropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of the principles and practices of public health, regulations, quality improvement, and performance management including population based health improvements; good knowledge of the factors which contribute to public health; good knowledge of the terminology of the field; good knowledge of clinical quality measures; working knowledge of the services, policies and procedures of public health; good knowledge of statistics; good knowledge of database management and spreadsheets; ability to coordinate and promote collaborative work of different groups and individuals; ability to work independently; ability to facilitate planning processes, understand how systems work, develop work plans and create timelines for project implementation; ability to define priorities and solve problems that may occur; ability to prepare and present ideas clearly and concisely, both orally and in writing; ability to develop and implement new operating procedures, methods, and policies; ability to analyze, prepare, format and present data in a variety of complex statistical reports; ability to understand and apply skills of core competencies within the context of the essential public health services; ability to follow complex verbal and written directions; good judgment, accuracy, integrity, resourcefulness, and tact

MINIMUM QUALIFICATIONS, EITHER

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nursing, Public or Business Administration, Business Management, Accounting, Health or Human Service Administration, or a closely related field and one (1) year of experience which must have included quality improvement; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and three (3) years of experience which must have included quality improvement; OR

C) Graduation from a regionally accredited or New York State recognized college or university with an Bachelor's degree in Nursing, Public or Business Administration, Business Management, Accounting, Health or Human Service Administration, or a closely related field and three (3) years of experience which must have included quality improvement: OR

D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and five (5) years of experience which must have included quality improvement

SPECIAL NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**Personnel Committee Mtg.
July 11, 2023
#8**

FYI/Accident Report

Personnel Committee Mtg.
July 11, 2023
#9

FYI/ Incident Report