AGENDA SPECIAL MEETING OF THE

PUTNAM COUNTY LEGISLATURE CALLED BY THE CLERK AT THE REQUEST OF THE CHAIRMAN TO BE HELD IN ROOM 318

PUTNAM COUNTY OFFICE BUILDING CARMEL, NEW YORK 10512

<u>Tuesday</u> October 9, 2018 5:45 P.M.

The meeting was called to order at 5:50 P.M. by Chairman Castellano who requested that Legislator Addonizio lead in the Pledge of Allegiance and Legislator Nacerino lead in the Legislative Prayer. Upon roll call, Legislators Scuccimara, Gouldman, Addonizio, Nacerino, Albano, Sayegh, Sullivan and Chairman Castellano were present. Legislator Jonke was absent. Also present was Legislative Counsel Firriolo.

Item #4 – Approval/ Putnam County Sexual Harassment Complaint Form

Chairman Castellano explained that this was a time sensitive matter. He stated that if any Legislators had any questions, Senior Deputy County Attorney Risk & Compliance, Susanne Kantor was here to address them.

Legislator Nacerino explained that this was discussed in the Personnel Committee. This was implemented and mandated by the State. She explained that this form was needed in order to be in compliant with the State's mandate.

Ms. Lynne Eckardt, Town of Southeast Councilwoman, speaking on behalf of herself, explained that she requested and received a copy of the complaint form. She believed that it would have been helpful if it had been made available to the public earlier.

Chairman Castellano made a motion to move the resolution.

RESOLUTION #232

APPROVAL/PUTNAM COUNTY SEXUAL HARASSMENT COMPLAINT FORM

WHEREAS, the County of Putnam (the "County") is committed to ensuring a workplace free of discrimination and harassment of any kind, including sexual harassment; and

WHEREAS, as part of the 2018-19 New York State Budget, the State enacted legislation aimed at combating sexual harassment in the workplace; and

WHEREAS, as part of this State legislation, all employers in New York are required to adopt and maintain a complaint form for employees to utilize to report alleged incidents of sexual harassment: and

WHEREAS, the County wishes to provide employees with appropriate avenues to report alleged incidents of sexual harassment, as set forth in the *Putnam County Sexual Harassment Complaint Form* attached hereto; now, therefore, be it

RESOLVED, that the *Putnam County Sexual Harassment Complaint Form* is hereby adopted by the Putnam County Legislature in the form attached hereto, provided that the Putnam County Law Department may from time to time amend said Form as it deems necessary, so long as said changes do not materially alter the policies and procedures contained therein; and be it further

RESOLVED, that this Resolution take effect immediately.

BY ROLL CALL VOTE: EIGHT AYES. LEGISLATOR JONKE WAS ABSENT. MOTION CARRIES.

There being no further business, at 5:55 P.M., Chairman Castellano made a motion to adjourn; seconded by Legislator Addonizio. All in favor.

Respectfully submitted by Diane Schonfeld, Clerk.