

St. Lawrence County
BOARD OF LEGISLATORS
48 Court Street, Court House
Canton, New York 13617-1169
(315) 379-2276
FAX (315) 379-2463

RUTH A. DOYLE
County Administrator

JOSEPH LIGHTFOOT
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MR. LARRY DENESHA, CHAIR
MONDAY, OCTOBER 19, 2020
*****BOARD ROOM AND LIVE VIA YOUTUBE*****
*****5:30 P.M. *****

****PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 202.1 ARTICLE 7, SUSPENSION OF LAW ALLOWING THE ATTENDANCE OF MEETINGS TELEPHONICALLY OR OTHER SIMILAR SERVICE****

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – September 21

3. COVID-19 UPDATE – Dr. Dana McGuire and Dr. Andrew Williams

4. GOVERNMENTAL SERVICES – MICHAEL CUNNINGHAM

A. Energy Procurement (Discussion)

- Remote Net Metering @ Otter Creek
- Energy Performance Contract
- Fixed and Variable Rate
- NYPA Energy Efficiency Program

5. SHERIFF – BROOKS BIGWARFE

- A. Adopting New York State Local Retirement Legislation Chapter 542, Laws of 2015, to Provide for the Crediting of Service Performed by a Deputy Sheriff Enrolled in Article 14-B of the Retirement and Social Security Laws (Res) (Info)

6. PROBATION – TIM LEPAGE

- A. Authorizing the Chair to Sign a Contract with Karole L. Houle-Marolf for Cleaning Services at the District Offices of Probation, Department of Motor Vehicles, Emergency Services and Community Services Located at Massena Harrowgate Commons Building (Res)
- B. Authorizing the Chair to Sign a Contract with Julie L. Lawless, LCSW, for Counseling Services for the Probation Department (Res)

7. PLANNING – JASON PFOTENHAUER

- A. Authorizing the Chair to Sign a Contract with New York State Department of Transportation for Public Transportation Services (Res)

- B. Authorizing the Chair to Sign a Contract with Volunteer Transportation Center, Inc. to Provide Mobility Management Services in St. Lawrence County (Res)
- C. Lead Grant Update (Discussion)
- D. Census Update (Discussion)

8. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS

- A. Authorizing the Chair to Sign a Contract with Center for Tech and Civic Life for the COVID-19 Response Grant and to Modify the 2020 Budget for the Board of Elections (Res)

9. EMERGENCY SERVICES – MATT DENNER

- A. Modifying the 2020 Budget for the Office of Emergency Services for the FY19 PSAP Grant (Res)
- B. Modifying the 2020 Budget for the Office of Emergency Services for the FY19 SICG Grant (Res)
- C. Authorizing the Chair to Sign a One-Year Extension with New York State Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for Fiscal Year 18 (FY18) Statewide Interoperable Communications Formula Grant (SICG) (Res)
- D. Dispatch Center Grant Update (Discussion)

10. VACANCY REVIEW COMMITTEE

- A. Summary (Info)
- B. Sheriff
 - 1. Fill Correction Officer (603000007)
- C. Probation
 - 1. Fill Senior Probation Officer (610100001)

11. 2021 TENTATIVE BUDGET REVIEW

- A. Overview of 2021 Tentative Budget
- B. Board of Elections
- C. Conflict Defender
- D. County Clerk
- E. District Attorney
- F. Emergency Services
- G. Governmental Services
- H. Human Resources
- I. Information Technology
- J. Planning
- K. Probation
- L. Public Defender
- M. Sheriff

12. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternatives to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library
- D. Emergency Medical Services Advisory Board (Curran)
- E. Environmental Management Council (Terminelli)
- F. Fire Advisory Board (Denesha)
- G. Intercounty Legislative Committee (Curran)
- H. Jury Board (Sheridan)
- I. Planning Board (Fay)

13. OLD/NEW BUSINESS

14. EXECUTIVE SESSION – (Note: Executive Session will be combined with the following Services Committee Meeting)

- A. Negotiations
- B. Litigation
- C. Personnel
- D. Appointments

15. ADJOURNMENT – If there is no further business.

November 2, 2020

Operations Committee: 10-19-2020

RESOLUTION NO. _____

**ADOPTING NEW YORK STATE LOCAL RETIREMENT LEGISLATION
CHAPTER 542, LAWS OF 2015, TO PROVIDE FOR THE CREDITING OF SERVICE
PERFORMED BY A DEPUTY SHERIFF ENROLLED IN ARTICLE 14-B OF THE
RETIREMENT AND SOCIAL SECURITY LAWS**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, the Sheriff's Office currently certifies Deputy Sheriffs enrolled in Article 14-B of the Retirement and Social Security Law on an annual basis, and

WHEREAS, the New York State and Local Retirement System's Retirement Legislation Chapter 542, Laws of 2015, provide for the crediting of service performed by a Deputy Sheriff enrolled in Article 14-B of the Retirement and Social Security Laws which eliminates the requirement for the annual certification, attesting to the fifty percent (50%) criminal law enforcement duties for the certified Deputy Sheriffs employed by a County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators adopts the New York State local retirement legislation Chapter 542, Laws of 2015, to provide for the crediting of service performed by a Deputy Sheriff enrolled in Article 14-B of the Retirement and Social Security Laws, and

BE IT FURTHER RESOLVED that the effective date shall be the 9th day of November, 2020.

STATE OF NEW YORK

3948--B
Cal. No. 337

2015-2016 Regular Sessions

IN SENATE

February 24, 2015

Introduced by Sen. GOLDEN -- read twice and ordered printed, and when printed to be committed to the Committee on Civil Service and Pensions -- reported favorably from said committee, ordered to first report, amended on first report, ordered to a second report and ordered reprinted, retaining its place in the order of second report -- again amended and ordered reprinted, retaining its place in the order of third reading

AN ACT to amend the retirement and social security law, in relation to special retirement plans for sheriffs, undersheriffs and deputy sheriffs

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. Subdivision a of section 550 of the retirement and social
2 security law, as added by chapter 165 of the laws of 1995, is amended to
3 read as follows:
4 a. 1. "Member" shall mean a person who is employed as a sheriff,
5 undersheriff or deputy sheriff who is engaged directly in criminal law
6 enforcement activities that aggregate fifty per centum of his or her
7 service and is a police officer under the criminal procedure law, as
8 certified by the county sheriff, by any county which elects by resol-
9 ution duly adopted, to provide the benefits as authorized by this arti-
10 cle[-].
11 2. Notwithstanding the provisions of paragraph one of this subdivi-
12 sion, member shall also include a deputy sheriff who is a police officer
13 pursuant to subdivision thirty-four of section 1.20 of the criminal
14 procedure law as certified by the municipal police council, provided
15 that the employer has filed an election to that effect pursuant to para-
16 graph two of subdivision j of section five hundred fifty-two of this
17 article.

EXPLANATION--Matter in *italics* (underscored) is new; matter in brackets [-] is old law to be omitted.

LBD07744-08-5

1 § 2. Subdivision j of section 552 of the retirement and social securi-
2 ty law, as added by chapter 165 of the laws of 1995, is amended to read
3 as follows:

4 j. 1. As used in this section "creditable service" shall include, any
5 and all services performed as a sheriff, undersheriff or deputy sheriff,
6 provided, however, that criminal law enforcement service shall only be
7 creditable when it aggregates fifty per centum or more of his or her
8 service as a deputy sheriff.

9 2. Notwithstanding the provisions of paragraph one of this subdivi-
10 sion, a participating employer may elect on a form filed with the comp-
11 troller for that purpose to provide that creditable service shall also
12 include any and all service performed by a deputy sheriff who is a
13 police officer pursuant to subdivision thirty-four of section 1.20 of
14 the criminal procedure law as certified by the municipal police council.

15 3. Credit for service as a member or officer of the state police or as
16 a paid fireman, policeman or officer of any organized fire department or
17 police force or department of any county, city, village, town, fire
18 district or police district, or as a criminal investigator in the office
19 of a district attorney, provided that service as such investigator shall
20 have been rendered prior to January first, nineteen hundred sixty and
21 that credit therefor shall not exceed five years, shall also be deemed
22 to be creditable service and shall be included in computing years of
23 total service for retirement pursuant to this section, provided such
24 service was performed by the member while contributing to the retirement
25 system pursuant to the provisions of this article or article eight of
26 this chapter.

27 § 3. Subdivision h of section 551 of the retirement and social securi-
28 ty law, as added by chapter 165 of the laws of 1995, is amended to read
29 as follows:

30 h. 1. As used in this section "creditable service" shall include, any
31 and all services performed as a sheriff, undersheriff or deputy sheriff,
32 provided, however, that criminal law enforcement service shall only be
33 creditable when it aggregates fifty per centum or more of his or her
34 service as a deputy sheriff. Credit for service as a member or officer
35 of the state police or as a paid fireman, policeman or officer of any
36 organized fire department or police force or department of any county,
37 city, village, town, fire district or police district, or as a criminal
38 investigator in the office of a district attorney, provided that service
39 as such investigator shall have been rendered prior to January first,
40 nineteen hundred sixty and that credit therefor shall not exceed five
41 years, shall also be deemed to be creditable service and shall be
42 included in computing years of total service for retirement pursuant to
43 this section, provided such service was performed by the member while
44 contributing to the retirement system pursuant to the provisions of this
45 article or article eight of this chapter.

46 2. Notwithstanding the provisions of paragraph one of this subdivi-
47 sion, a participating employer may elect on a form filed with the comp-
48 troller for that purpose to provide that creditable service shall also
49 include any and all service performed by a deputy sheriff who is a
50 police officer pursuant to subdivision thirty-four of section 1.20 of
51 the criminal procedure law as certified by the municipal police council.

52 § 4. Notwithstanding any other provision of law to the contrary, none
53 of the provisions of this act shall be subject to the appropriation
54 requirement of section twenty-five of the retirement and social security
55 law.

56 § 5. This act shall take effect immediately.

FISCAL NOTE. -- Pursuant to Legislative Law, Section 50:

This bill would allow a County to elect to provide that creditable service on the 20 year retirement plan or the 25 year retirement plan for sheriffs shall also include all service performed by a deputy sheriff who is a police officer pursuant to subdivision thirty-four of section 1.20 of the criminal procedure law as certified by the municipal police council.

If this bill is enacted, this bill could provide service credit on a 20 year retirement plan or a 25 year retirement plan, where it otherwise would not be creditable. However, in all likelihood this bill would affect very few members. The cost of this bill would be minimal.

Summary of relevant resources:

The membership data used in measuring the impact of the proposed change was the same as that used in the March 31, 2014 actuarial valuation. Distributions and other statistics can be found in the 2014 Report of the Actuary and the 2014 Comprehensive Annual Financial Report.

The actuarial assumptions and methods used are described in the 2010, 2011, 2012, 2013 and 2014 Annual Report to the Comptroller on Actuarial Assumptions, and the Codes Rules and Regulations of the State of New York: Audit and Control.

The Market Assets and GASB Disclosures are found in the March 31, 2014 New York State and Local Retirement System Financial Statements and Supplementary Information.

I am a member of the American Academy of Actuaries and meet the Qualification Standards to render the actuarial opinion contained herein.

This estimate, dated June 4, 2015 and intended for use only during the 2015 Legislative Session, is *Fiscal Note* No. 2015-132, prepared by the Actuary for the New York State and Local Employees' Retirement System.

November 2, 2020

Operations Committee: 10-19-2020

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH KAROLE L. HOULE-MAROLF FOR CLEANING SERVICES AT THE DISTRICT OFFICES OF PROBATION, DEPARTMENT OF MOTOR VEHICLES, EMERGENCY SERVICES AND COMMUNITY SERVICES LOCATED AT HARROWGATE COMMONS IN MASSENA, NEW YORK

By Mr. Denesha, Chair, Operations Committee

WHEREAS, St. Lawrence County leases property at Harrowgate Commons, Massena, New York, for district offices of Probation, Department of Motor Vehicles, Community Services, and the backup location for the dispatch center for Emergency Services (A1342504 43007, K1314104 43007, Q1M31404 43007, and XP036404 43007), and

WHEREAS, the contact period is January 1, 2021, through December 31, 2022, and

WHEREAS, the lease specifies that “lessee shall commit no act of waste and shall take good care of the premises and the fixtures and appurtenances therein, and shall, in the use and occupancy of the premises, conform to all laws, orders, and regulations of the federal, state, and municipal governments or any of their departments.” and “lessee shall not unreasonably permit the accumulation of waste or refuse matter on the leased premises or anywhere in or near the building,” and

WHEREAS, Karole L. Houle-Marolf will continue to provide cleaning services to the Harrowgate Commons, in Massena, New York, at a rate of \$25 per hour,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Karole L. Houle-Marolf for cleaning services at the district offices of Probation, Department of Motor Vehicles, Emergency Services, and Community Services located at Harrowgate Commons, Massena, New York, upon approval of the County Attorney.

November 2, 2020

Operations Committee: 10-19-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH JULIE L. LAWLESS,
LCSW, FOR COUNSELING SERVICES FOR THE PROBATION DEPARTMENT**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, the Probation Department has determined that the purchase of rehabilitative and supportive services can be an effective and efficient means to fulfill its statutory responsibilities, and

WHEREAS, Julie L. Lawless, LCSW, is a Licensed Master Social Worker 2 Counselor with the experience and capacity to provide counseling to juveniles and adults identified as sexual offenders, and

WHEREAS, the Probation Department is required as part of the enhanced services for the Sex Offenders Block Grant under the New York State Division of Criminal Justice Services Office of Probation and Correctional Alternatives to ensure that all sex offenders are assessed by a trained treatment provider using a sex offender specific assessment instrument, and

WHEREAS, the Probation Department is seeking to continue the services for individual and group counseling sessions, as well as assessments (Q1031404 43000 SOM), with the terms of the contract being January 1, 2021 through December 31, 2022, and

WHEREAS, the rates are as follows: \$25 per client for group sessions, \$35 per client for individual therapy, and \$250 for each sex offender assessment,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Chair to sign a contract with Julie L. Lawless, LCSW, for counseling services for the Probation Department, upon approval of the County Attorney.

November 2, 2020

Operations Committee: 10-19-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR
PUBLIC TRANSPORTATION SERVICES**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, the New York State Department of Transportation awarded \$100,000 of 2018 Section 5311 Operating Assistance to the County to offset expenses related to the delivery of its public transportation services, and

WHEREAS, Resolution No. 161-2020 modified the 2020 Budget (N2B56304 43007 and N2B45895 57003) to accept the award for public transportation expenses,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with New York State Department of Transportation for public transportation services, upon approval of the County Attorney.

November 2, 2020

Operations Committee: 10-19-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH VOLUNTEER
TRANSPORTATION CENTER, INC. TO PROVIDE MOBILITY MANAGEMENT
SERVICES IN ST. LAWRENCE COUNTY**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, the St. Lawrence County has signed a Section 5311 Contract with New York State Department of Transportation (NYS DOT) for a term of January 1, 2021 through December 31, 2022 for Mobility Management Services (N2B56304 43007), and

WHEREAS, St. Lawrence County issued a Request for Proposals and Volunteer Transportation Center, Inc. was the sole responding agency, and

WHEREAS, Mobility Management Services seeks to help people of all ages, abilities, and income levels with transportation access to education, employment, medical care, shopping and as well as enhance social interactions and improve overall life quality, and

WHEREAS, Mobility Management Services pursues collaborative solutions with residents, transportation providers, human service agencies and funding sources to improve transportation options, and

WHEREAS, no County funds will be used to provide this service as the program is fully funded by the NYS DOT with a local match that is satisfied by the vendor,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Volunteer Transportation Center Inc. to provide Mobility Management Services in St. Lawrence County, upon approval of the County Attorney.

November 2, 2020

Operations Committee: 10-19-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH CENTER FOR TECH
AND CIVIC LIFE FOR THE COVID-19 RESPONSE GRANT AND TO MODIFY
THE 2020 BUDGET FOR THE BOARD OF ELECTIONS**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, funds have become available from the Center for Tech and Civic Life for the Board of Elections for the period beginning June 15, 2020 through December 31, 2020 in the amount of \$51,759, and

WHEREAS, the grant must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Center for Tech and Civic Life for the COVID-19 Response Grant, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislature authorizes the Treasurer to modify the 2020 Budget for the Board of Elections, as follows:

INCREASE REVENUE:

E1Z27055 55000	E Gifts and Donations	\$51,759
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INCREASE APPROPRIATIONS:

E1Z14501 19000	E Regular Part Time Staffing	\$20,085
E1Z14504 42000	E Office Supplies	26,724
E1Z14508 81000	E Retirement	2,850
E1Z14508 83000	E Social Security	1,536
E1Z14508 84000	E Workmens Compensation	<u>564</u>
		\$51,759

November 2, 2020

Operations Committee: 10-19-2020

RESOLUTION NO. _____

**MODIFYING THE 2020 BUDGET FOR THE OFFICE OF EMERGENCY SERVICES
FOR THE FY19 PSAP GRANT**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, Resolution No. 420-2019 accepted a FY19 PSAP Grant from the New York State Division of Homeland Security in the amount of \$193,447 with a contract period of January 1, 2020 to December 31, 2020, and

WHEREAS, the resolution also established two accounts: equipment and contractual for all the grant expenditures, and

WHEREAS, the equipment expenditures have increased to an amount greater than anticipated for 2020,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2020 Budget for the Office of Emergency Services for the FY19 PSAP Grant, as follows:

DECREASE APPROPRIATIONS:

X2Z36404 43007 PSAP	X PSAP Other Fees & Services	\$25,000
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INCREASE APPROPRIATIONS:

X2Z36402 25000 PSAP	X PSAP Technical Equipment	\$25,000
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November 2, 2020

Operations Committee: 10-19-2020

RESOLUTION NO. _____

**MODIFYING THE 2020 BUDGET FOR THE OFFICE OF EMERGENCY SERVICES
FOR THE FY19 SICG GRANT**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, Resolution No. 31-2020 accepted a FY19 SICG Grant from the New York State Division of Homeland Security in the amount of \$848,652 with a contract period of January 1, 2020 to December 31, 2021, and

WHEREAS, the resolution also established two accounts: equipment and contractual for all the grant expenditures, and

WHEREAS, the contractual expenditures have increased to an amount greater than anticipated for 2020,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2020 Budget for the Office of Emergency Services for the FY19 SICG Grant, as follows:

DECREASE APPROPRIATIONS:

X2Z36402 25000 19SI	X SICG Technical Equipment	\$150,000
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INCREASE APPROPRIATIONS:

X2Z36404 43007 19SI	X SICG Other Fees & Services	\$150,000
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November 2, 2020

Operations Committee: 10-19-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A ONE-YEAR EXTENSION WITH
THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND
EMERGENCY SERVICES OFFICE OF INTEROPERABLE AND EMERGENCY
COMMUNICATIONS FOR FISCAL YEAR 18 (FY18) STATEWIDE
INTEROPERABLE COMMUNICATIONS FORMULA GRANT (SICG)**

By Mr. Denesha, Chair, Operations Committee

WHEREAS, Resolution No. 457-2018 authorized the Chair to sign a contract with New York State Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for a fiscal year eighteen (FY18) Statewide Interoperable Communications Formula Grant (SICG) having an award of \$811,132 to Emergency Services which concentrates on improving interoperability and operability of communication systems in New York State (Terms: January 1, 2019 to December 31, 2020), and

WHEREAS, this grant allows New York State to provide aid to County, Local, and Municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the United States Department of Homeland Security Office of Emergency Communications (OEC), and

WHEREAS, a one-year extension has been requested by New York State Division of Homeland Security Emergency Services to December 31, 2021 for approximately \$14,367, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a one-year extension with New York State Division of Homeland Security and Emergency Services Office of Interoperable and Emergency Communications for Fiscal Year 18 (FY18) Statewide Interoperable Communications Formula Grant (SICG), and any other necessary documents as required by this grant, upon approval of the County Attorney.

VACANCY REVIEW SUMMARY

County Administrator's Office

October 6, 2020

12:00 p.m.

Summary: January 7th – October 6th

Requests:	111
Approved:	95
Denied:	0
Request/Hold:	2
Withdrawn:	0

Summary: October 6th

Request:	14
Approved:	14
Denied:	0
Request/Hold:	0
Withdrawn:	0

Positions reviewed:

Social Services:

Request: 3

Request: Fill, Senior Social Welfare Examiner – Unit/TA/SNAP
Position No. 814100012, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/CPS
Position No. 815200026, 90 Days

Recommendation: Fill, 30 Days

Request: Fill, Caseworker – Unit/Children's Services
Position No. 815000014, 90 Days

Recommendation: Fill, 30 Days

Community Services:

Request: 1

Request: Abolish Office Manager and Keyboard Specialist, Create and Fill
Administrative Services Manager
Position No. 102600001, Immediately

Recommendation: Fill, 30 Days

Office for the Aging:

Request: 3

Request: Abolish Advocate Worker, Create and Fill Senior Advocate Worker
Position No. 800300006, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Temporary Keyboard Specialist
Position No. 003100099, Immediately

Recommendation: Fill, Immediately

Request: Fill, Advocate Worker for the Elderly
Position No. 800200003, 30 Days

Recommendation: Fill, Immediately

Sheriff:

Request: 1

Request: Fill, Correction Officer
Position No. 60300007, Immediately

Recommendation: Fill, Immediately

Probation:

Request: 1

Request: Fill, Senior Probation Officer
Position No. 610100001, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 4

Request: Fill, Secretary I
Position No. 005100026, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill Keyboard Specialist
Position No. 003100100, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill Temporary Public Health Program Aide
Position No. 500400004, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill Senior Account Clerk
Position No. 100200001, Immediately

Recommendation: Fill, Immediately

One Stop:

Request: 1

Request: Fill, Employment & Training Counselor
Position No. 701000010, Immediately

Recommendation: Fill, Immediately

Vacancy Committee Members: Two (2) Legislators, Ruth Doyle,
Dylan Soper, Jonnie Dorothy and Ashlee Whalen

- 1.7.20 John Burke and Larry Denesha
- 2.4.20 Kevin Acres and David Haggard
- 3.2.20 Dan Fay
- 4.7.20 James Reagen and Dave Forsythe
- 5.5.20 Larry Denesha and Nance Arquiett
- 6.2.20 Joe Lightfoot and Rick Perkins
- 7.7.20 Dan Fay and William Sheridan
- 8.4.20 Nicole Terminelli and John Burke
- 9.15.20 Tony Arquiett and James Reagen
- 10.6.20 Joe Lightfoot and Rita Curran

St. Lawrence County Vacancy Authorization Form

Sheriffs Office



Type: Fill

Correction Officer

Subunit (If Applicable): Correctional Facility

Date Submitted: 09/28/20

Reason Vacated: Resignation

Position Number: 603000007

Date Vacated: 09/26/20

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 07/18/15

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$50,423

Revenue Generating: No 0 %

Benefits: Yes \$25,065

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$42,628

Budget Mod Attached, If Required?

Grade: 0

Net County Cost: \$75,488

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional facility. Minimum staffing for Correction Officers as set forth by the NYS Commission of Corrections is fifty-six (56). This will fulfill minimum staffing requirements for the facility.

Department Head:

Brooks J. Benjamin

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Probation Department



Type: Fill

Senior Probation Officer

Subunit (If Applicable):

Date Submitted: 9/30/2020

Reason Vacated: Promotion

Position Number: 610100001

Date Vacated: 10/03/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 03/09/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$62,930

Revenue Generating: No 0 %

Benefits: Yes \$31,283

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$53,456

Budget Mod Attached, If Required?

Grade: 28

Net County Cost: \$94,213

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This Senior Probation Officer position is assigned to the St. Lawrence County Drug Court Team, attends IDV Court, conducts Pre-Sentence Investigations (PSI's) for all Criminal Courts, Drug Court and IDV Court, and is also the Departments Transfer Officer. This position also helps with writing grants and policies. It would be a great hardship to this Department if this position is not filled.

Department Head:

A handwritten signature in black ink, appearing to read "Audrey P. ...", is written over a horizontal line.

Approved?

Yes No

County Administrator:

Resolution #: