

St. Lawrence County
BOARD OF LEGISLATORS
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RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, FEBRUARY 13, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – January 9**
- 3. DISTRICT ATTORNEY – GARY PASQUA**
 - A. Modifying the 2023 Budget for the District Attorney’s Office for the Purchase of Cellebrite Universal Forensics Extraction Device (UFED) Program, Laptop, and Storage for the Prosecutor Case Management System (PCMS) (Res)
- 4. EMERGENCY SERVICES – MATT DENNER**
 - A. Authorizing the Chair to Sign a Contract with SLIC Network Solutions, Inc. for Redundant Internet Connection and Service at the Backup 911 Center (Res)
- 5. PROBATION – TIM LEPAGE**
 - A. Approval of Bad Debt Write Off for the Probation Department (Res) (Info)
- 6. HUMAN RESOURCES – JONNIE DOROTHY**
 - A. Authorizing the Chair to Sign a Contract with ProAct to Provide Pharmacy Benefit Management Services (Res)
- 7. INFORMATION TECHNOLOGY**
 - A. Authorizing the Chair to Sign a Mitel General Maintenance Agreement for Telephone Infrastructure Support with Twinstare Technologies for Information Technology (Res)
 - B. Modifying the 2023 Budget for Information Technology Department for Windows System Updates (Res)
 - C. Authorizing the Chair to Sign an Agreement with Juniper Networks for the Acquisition of Mist Wireless Access Points and Management Software for St. Lawrence County (Res)

8. VACANCY REVIEW COMMITTEE – DYLAN SOPER

- A. Vacancy Review Summary (Info)
- B. District Attorney
 - 1. Fill Senior Account Clerk, Position No. 002400013
 - 2. Fill Keyboard Specialist, Position No. 003100095
- C. Planning
 - 1. Abolish Planner II, and Create and Fill Planner I, Position No. 400400003

9. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Haggard)
- 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)

10. OLD/NEW BUSINESS

11. EXECUTIVE SESSION

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

12. ADJOURNMENT – If there is no further business.

March 6, 2023

Operations Committee: 2-13-2023

RESOLUTION NO. _____

MODIFYING THE 2023 BUDGET FOR THE DISTRICT ATTORNEY'S OFFICE FOR THE PURCHASE OF CELLEBRITE UNIVERSAL FORENSICS EXTRACTION DEVICE (UFED) PROGRAM, LAPTOP, AND STORAGE FOR THE PROSECUTOR CASE MANAGEMENT SYSTEM (PCMS)

By Ms. Curran, Chair, Operations Committee

WHEREAS, Discovery Grant funds were received in 2022 for use in 2022-2023 to provide for the purchase of a laptop (\$6,065), Cellebrite Universal Forensics Extraction Device (UFED) Program (\$10,625), and storage fees for PCMS Program (\$8,742), and

WHEREAS, it is necessary to modify the 2023 Budget for the Office of the District Attorney,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the District Attorney's Office for the purchase of purchase of Cellebrite Universal Forensic Extraction Device (UFED) Program, laptop, and storage for the Prosecutor Case Management System (PCMS), as follows:

INCREASE REVENUE:

J1030895 56000	J State Aid Special Items	\$25,431
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INCREASE APPROPRIATIONS:

J1011654 42000	J Office Supplies	\$6,064
J1011654 43007	J Other Fees and Services	<u>19,367</u>
		\$25,431

March 6, 2023

Operations Committee: 2-13-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH SLIC NETWORK SOLUTIONS, INC. FOR REDUNDANT INTERNET CONNECTION AND SERVICE AT THE BACKUP 911 CENTER

By Ms. Curran, Chair, Operations Committee

WHEREAS, Emergency Services is planning to undergo an extensive dispatch center renovations which will include the upgrade of technological equipment, office renovations, and service upgrades at both the Primary (Canton) and Backup (Massena) 911 Centers, and

WHEREAS, Resolution No. 347-2021 authorized the purchase of an upgraded 911 call-taking solution for both the Primary and Backup 911 Centers, and

WHEREAS, the intended installation date for the upgraded 911 call-taking solution is estimated to be between March and June of 2023, and

WHEREAS, in order to have a redundant connection between the Primary and Backup 911 Centers to share vital data, an additional internet vendor is required, and

WHEREAS, SLIC Network Solutions, Inc. is offering 50m x 50m Internet Service with 1 Static IP Address an initial installation and setup cost of \$49 and monthly cost \$69.95 which shall be sufficient for creating the redundant connection (X2Z36402 25000 PSAP),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with SLIC Network Solutions, Inc., for redundant internet service at the Backup 911 Center, upon approval of the County Attorney.

March 6, 2023

Operations Committee: 2-13-2023

RESOLUTION NO. _____

APPROVAL OF BAD DEBT WRITE OFF FOR THE PROBATION DEPARTMENT

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 87-2014 authorized the Chair to sign a contract with Falcon Recovery Systems, LLC in an effort to consolidate collection work under one contract, and

WHEREAS, although the amount owed is written off, the amount due is placed in the file of the client in an effort to collect payment should they return for services in the future, and

WHEREAS, in 2021 bad debt accounts were \$5,048 for Drug Testing Fees and \$6,545.27 for Supervision Fees, for a total of \$11,593.27, written off last year by Resolution No. 76-2022, and

WHEREAS, in 2022 bad debt accounts from 2016, six years uncollectible, were \$5,864.75 for Drug Testing Fees and \$5,189 for Supervision Fees, for a total of \$11,053.75, and

WHEREAS, while the write offs assist with the accounting aspects, collection efforts will continue,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves the bad debt write offs for the Probation Department, as follows:

DECREASE CONTRA ASSET ACCOUNT:

01TG0389 501Q0	T Allowance for Receivables Probation	\$11,054
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DECREASE ASSET ACCOUNT:

01TG0380 501Q0	T Q Accounts Receivable	\$11,054
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Bad Debt Write Off Summary for Last 5 Years

Fee Type	2016 Revenue	2016 Write Offs in 2022	Balance Collected	% Collected
Drug/Alcohol Fees	\$12,900.00	(\$5,864.75)	\$7,035.25	55%
Supervision Fees	\$44,140.00	(\$5,189.00)	\$38,951.00	88%
Custody/Visitation Fees	\$0.00	\$0.00	\$0.00	0%
Other Fees	\$310.00	\$0.00	\$310.00	
Total	\$57,350.00	(\$11,053.75)	\$46,296.25	81%

Fee Type	2015 Revenue	2015 Write Offs in 2021	Balance Collected	% Collected
Drug/Alcohol Fees	\$10,350.00	(\$5,048.00)	\$5,302.00	51%
Supervision Fees	\$44,325.00	(\$6,545.27)	\$37,779.73	85%
Custody/Visitation Fees	\$0.00	\$0.00	\$0.00	0%
Other Fees	\$494.45	\$0.00	\$494.45	
Total	\$55,169.45	(\$11,593.27)	\$43,576.18	79%

Fee Type	2014 Revenue	2014 Write Offs in 2020	Balance Collected	% Collected
Drug/Alcohol Fees	\$ 12,050.00	\$ (5,515.00)	\$ 6,535.00	54%
Supervision Fees	\$ 45,490.00	\$ (9,257.00)	\$ 36,233.00	80%
Custody/Visitation Fees	\$ -	\$ -	\$ -	
Other Fees	\$ 130.00	\$ -	\$ 130.00	100%
Total	\$ 57,670.00	\$ (14,772.00)	\$ 42,898.00	74%

Fee Type	2013 Revenue	2013 Write Offs in 2019	Balance Collected	% Collected
Drug/Alcohol Fees	\$ 14,100.00	\$ (6,455.00)	\$ 7,645.00	54%
Supervision Fees	\$ 46,310.00	\$ (11,493.00)	\$ 34,817.00	75%
Custody/Visitation Fees	\$ -	\$ -	\$ -	
Other Fees	\$ 450.00	\$ -	\$ 450.00	100%
Total	\$ 60,860.00	\$ (17,948.00)	\$ 42,912.00	71%

Fee Type	2012 Revenue	2012 Write Offs in 2018	Balance Collected	% Collected
Drug/Alcohol Fees	\$13,100.00	(\$7,506.00)	\$5,594.00	43%
Supervision Fees	\$42,405.00	(\$9,264.00)	\$33,141.00	78%
Custody/Visitation Fees	\$0.00	\$0.00	\$0.00	
Other Fees	\$345.00	\$0.00	\$345.00	100%
Total	\$55,850.00	(\$16,770.00)	\$39,080.00	70%

March 6, 2023

Operations Committee: 2-13-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH PROACT
TO PROVIDE PHARMACY BENEFIT MANAGEMENT SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County has a long relationship with ProAct and a contract to provide Pharmacy Benefit Management Services, and

WHEREAS, the current contract with ProAct Pharmacy Benefit Management Services will expire May 31, 2023, and

WHEREAS, St. Lawrence County Benefit Consultants (Burnham Benefit Advisors) has secured Requests for Proposals (RFPs) for Pharmacy Benefit Management services in December 2022, and

WHEREAS, the proposals demonstrated ProAct to be the most competitive with the lowest cost proposal which represents a cost savings of approximately \$627,000/year over the prior twelve (12) months, and

WHEREAS, an additional employer savings of approximately \$1.3M/year and member co-pay savings of approximately \$168,000/year could be realized with a new program offer by ProAct called the "ProAct Plus Program" which may require mandatory participation of members and therefore union consent, and

WHEREAS, ProAct offers no disruption of benefits or services, and the Healthcare Committee recommends the County continue providing Pharmacy Benefit Management services through ProAct, and

WHEREAS, ProAct will provide a three (3) year contract beginning June 1, 2023 through May 31, 2026 with the ability to renew early on April 1, 2023 for additional savings of approximately \$105,000 (T5090458 84500),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a three (3) year contract with ProAct (June 1, 2023 through May 31, 2026), to provide Pharmacy Benefit Management Services, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED this contract will include repricing to begin in April 2023.

March 6, 2023

Operations Committee: 2-13-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A MITEL GENERAL MAINTENANCE AGREEMENT FOR TELEPHONE INFRASTRUCTURE SUPPORT WITH TWINSTATE TECHNOLOGIES FOR INFORMATION TECHNOLOGY

By Ms. Curran, Chair, Operations Committee

WHEREAS, the County awarded a competitive bid for the installation and support of a VOIP telephone system in 2008 to Twinstare Technologies, and

WHEREAS, the infrastructure supporting this telephone system requires ongoing maintenance and incurs repair costs for both parts and labor, and

WHEREAS, Twinstare Technologies is able to offer a General Maintenance Agreement (GMA) under the Sourcewell Contract, for a monthly cost of \$2,476 to cover repair costs, and

WHEREAS, the Information Technology 2023 Budget has funding budgeted for this purpose (CD016804 42306),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Mitel General Maintenance Agreement for telephone infrastructure support with Twinstare Technologies for Information Technology, upon approval of the County Attorney.

March 6, 2023

Operations Committee: 2-13-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR INFORMATION TECHNOLOGY
DEPARTMENT FOR WINDOWS SYSTEM UPDATES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Windows Server software used by the County to administer access to County network applications requires updating, and

WHEREAS, during the 2023 Budget preparation process, this was identified as a need this year and the installation will occur during the second quarter of 2023, and

WHEREAS, the software that provides County email access also requires updating for security, support and features, and

WHEREAS, the Microsoft Office software used by County users will not be supported in the near future, and

WHEREAS, there are considerable software and licensing costs involved in effecting these updates,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the County Treasurer to modify the 2023 Budget for the Information Technology Department for windows server, email, and office software updates, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$178,060
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INCREASE APPROPRIATIONS:

CD016804 42004	C IT Computer Software	\$178,060
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March 6, 2023

Operations Committee: 2-13-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH JUNIPER NETWORKS FOR THE ACQUISITION OF MIST WIRELESS ACCESS POINTS AND MANAGEMENT SOFTWARE FOR ST. LAWRENCE COUNTY

By Ms. Curran, Chair, Operations Committee

WHEREAS, the County maintains wireless networks for use by county staff and visitors to County facilities, and

WHEREAS, the wireless access points supporting this network will not be supported by the end of April 2023, and during the 2023 Budget preparation this need was discussed and planned for in the targeted contingency, and

WHEREAS, staff from Information Technology recommends Mist Wireless Access Points, made by Juniper Networks, the manufacturer of the network switches the County now uses, are the most suitable replacement for the County and includes management software which works seamlessly between the wired and wireless networks to assure greater efficiency and ability to support, and

WHEREAS, Juniper Networks, through its partner, ABS Solutions, Inc., has offered pricing via the NYS Contract to replace the 54 remaining access points, including one year of maintenance, to be paid over four (4) years at 8.44% interest, beginning this year, in the amount of \$8,291.41 each year (CD016802 22001) staying within the 2023 Budget of the IT Department,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement with Juniper Networks for the Acquisition of Mist Wireless Access Points and Management Software for St. Lawrence County, upon approval of the County Attorney.

VACANCY REVIEW SUMMARY

Via Zoom

February 7, 2023

Legislators Attending: Larry Denesha and Dan Fay

Committee Members: Ruth Doyle, Dylan Soper, Jonnie Dorothy, Heather Hebert
9:00 A.M.

Summary: January 4th –February 7th

Requests: 30
Approved: 30
Denied: 0
Request/Hold: 0
Withdrawn: 0

Summary: February 7th

Requests: 16
Approved: 16
Denied: 0
Request/Hold: 0
Withdrawn: 0

Positions reviewed:

District Attorney:

Request: 2

Request: Fill, Senior Clerk
Position No. 002400013, Immediately

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist
Position No. 003100095, Immediately

Recommendation: Fill, Immediately

Planning:

Request: 1

Request: Abolish Planner II and Create and Fill, Planner 1
Position No. 400400003, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 1

Request: Abolish Special Programs Coordinator and Create Special Programs Coordinator
Position No. 510500002, Immediately

Recommendation: Fill, Immediately

WIOA:

Request: 1

Request: Abolish Senior Employment and Training Program Coordinator and
Create Senior Employment and Training Counselor
Position No. 701500004, Immediately

Recommendation: Fill, Immediately

Highway:

Request: 2

Request: Abolish Motor Equipment Operator/Heavy Equipment Operator and
Create and Fill, Motor Equipment Mechanic
Position No. 308100008, Immediately

Recommendation: Fill, Immediately

Request: Fill, Laborer
Position No. 306000125, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 8

Request: Fill, Clerk – Unit/Reception
Position No. 002300018, Immediately

Recommendation: Fill, Immediately

Request: Fill, Clerk – Unit/Children’s Services
Position No. 002300008, Immediately

Recommendation: Fill, Immediately

Request: Fill, Case Supervisor, Grade B – Unit/Children’s Services
Position No. 816100006, Immediately

Recommendation: Fill, Immediately

Request: Fill, Account Clerk – Unit/Daycare
Position No. 100100008, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/TA/SNAP
Position No. 002300018, Immediately

Recommendation: Fill, Immediately

Request: Abolish Temporary Social Welfare Examiner Create and Fill,
Social Welfare Examiner – Unit/HEAP
Position No. 814000073, Immediately

Recommendation: Fill, Immediately

Request: Abolish Temporary Social Welfare Examiner Create and Fill,
Social Welfare Examiner – Unit/HEAP
Position No. 814000074, Immediately

Recommendation: Fill, Immediately

Request: Abolish Temporary Keyboard Specialist, Create and Fill Keyboard Specialist –
Unit/HEAP
Position No. 003100111, Immediately

Recommendation: Fill, Immediately

Board of Legislators:

Request: 1

Request: Abolish PT Buildings and Grounds Supervisor,
Create and Fill FT Buildings and Grounds Supervisor
Position No. 303200003, Immediately

Recommendation: Fill, Immediately

Committee Members:

1.4 John Burke and Dave Forsythe

St. Lawrence County Vacancy Authorization Form

District Attorney



Type: Fill

Senior Clerk

Subunit (If Applicable):

Date Submitted: 01/25/2023

Reason Vacated: Promotion

Position Number: 002400013

Date Vacated: 01/23/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 07/08/2019

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$42,093

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$21,652

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Salary: \$38,651

Budget Mod Attached, If Required?

Grade: 17

Net County Cost: \$63,745

*Net County Cost is calculated from salary of person leaving, if available

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 Office of the District Attorney is constitutionally and statutorily mandated to process all felonies, misdemeanors and violations filed in over forty state and local courts throughout St. Lawrence County, as well as all criminal appeals to the Appellate Division and New York State Court of Appeals. Without the filling of this position the District Attorney's Office cannot effectively/efficiently process the large number of cases in St. Lawrence County, and all responsibilities of this position would fall to existing staff.

Department Head: Gary Pasqua

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

District Attorney



Type: Fill

Keyboard Specialist

Subunit (If Applicable):

Date Submitted: 01/04/2023

Reason Vacated: Promotion

Position Number: 003100095

Date Vacated: 02/03/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 02/04/2019

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$38,651

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$19,882

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Salary: \$36,287

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$58,533

*Net County Cost is calculated from salary of person leaving, if available

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 Office of the District Attorney is constitutionally and statutorily mandated to process all felonies, misdemeanors and violation filed in over forty state and local courts throughout St. Lawrence County, as well as all criminal appeals to the Appellate Division and the New York State Court of Appeals. Without the filling of this position the District Attorney's Office cannot effectively/ efficiently process the large number of cases in St. Lawrence County, and all responsibilities of this position would fall to existing staff.

Department Head: Gary Pasqua, District Attorney

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Planning



Type: Abolish & Create

Planner 1

Subunit (If Applicable): NA

Date Submitted: January 25, 2023

Reason Vacated: New Position

Position Number: 400400003

Date Vacated: July 31, 2023

Position # Abolished: 400600001

Position Will Be: Fulltime

Last Fill Date: NA

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$68,266

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$35,116

Revenue Generating: No 0 %

Base Salary: \$47,856

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$26.29

Grade: 23

Net County Cost: \$103,382

*Net County Cost is calculated from salary of person leaving, if available

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 Planning Office proposes creating this new Planner I position in anticipation of the departure of a long-time Staff member that currently holds a Planner II (400600001) position. The Planner II position will become vacant in July of 2023 and will be abolished after it is vacated. At present, the Planning Office has a current Planner II vacancy that is proving difficult to fill. This existing Planner II (400600003) position has been vacant since early September 2022. The vacancy has resulted in the loss of Office capacity, where workflow redistribution has not been possible. Multiple Planner position vacancies exist throughout the region and the Office is not sure when a viable candidate will become available. Staff anticipate a wider candidate pool with the entry level position.

The Office would like to continue to advertise for the the vacant Planner II position as well, due to the length of time that it is taking to fill the position. Advertising for both positions concurrently will expedite the hiring process, should viable candidates apply. Due to the vacancy of the current Planner II position, adequate funding exists in the 2023 budget salary line should both a Planner I candidate and a Planner II candidate be secured before the retirement of the current Planner II.

Department Head: 

Approved?

Yes No

County Administrator:

Resolution #: