

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

**WILLIAM J. SHERIDAN**  
Chair, Board of Legislators

**OPERATIONS COMMITTEE AGENDA**  
**MS. RITA CURRAN, CHAIR**  
**MONDAY, MARCH 8, 2021**  
**\*\*\*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** – February 8
- 3. COVID-19 UPDATE** – Dr. McGuire and Dr. Williams
- 4. PROBATION – TIM LEPAGE**
  - A. Declaring April Sexual Assault Awareness Month (Res)
  - B. Approval of Bad Debt Write Off for the Probation Department (Res) (Info)
  - C. Authorizing the Chair to Sign the Alternatives to Incarceration (ATI) Service Plan Contract (Res)
  - D. Authorizing the Chair to Sign a Contract with the New York State Division of Criminal Justice Services to Accept a FY21 Alternative to Incarceration, Pre-Trial, and Electronic Home Monitoring Grant (Res)
- 5. PUBLIC DEFENDER – JAMES MCGAHAN**
  - A. Authorizing the Chair to Sign a Contract with the New York State Office of Indigent Legal Services to Accept the Upstate Quality Improvement and Caseload Reduction Grant for 2020 through 2023 (Res)
- 6. PLANNING – JASON PFOTENHAUER**
  - A. Designating April 2021 as Fair Housing Month (Res) (Info)
  - B. Proclaiming Earth Day in St. Lawrence County (Res)
  - C. Authorizing the Planning Office to Apply for Community Development Block Grant Funding and for the Chair to Sign Necessary Application Documentation and a Contract with the New York State Office of Community Renewal (Res)
  - D. Lead Grant Update (Discussion)
  - E. Broadband Survey Efforts (Discussion)

**7. LEGISLATOR RITA CURRAN**

- A. Recognizing the Month of April as National Child Abuse Prevention Month (Res)

**8. VACANCY REVIEW COMMITTEE**

- A. Summary
- B. Emergency Services
  - 1. Fill Senior Dispatcher (612400003)
  - 2. Fill Dispatcher (612100022)
- C. Information Technology
  - 1. Fill Director of Information Technology (202400001)

**9. COUNTY ADMINISTRATOR'S REPORT**

**10. COMMITTEE REPORTS**

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

**11. OLD/NEW BUSINESS**

**12. EXECUTIVE SESSION**

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

**13. ADJOURNMENT** – If there is no further business.

April 5, 2021

Operations Committee: 3-8-2021

RESOLUTION NO. \_\_\_\_\_

**DECLARING APRIL SEXUAL ASSAULT AWARENESS MONTH**

By Ms. Curran, Operations Committee

**WHEREAS**, the month of April has been designated Sexual Assault Awareness Month (SAAM) in the United States, and

**WHEREAS**, the goal of SAAM is to raise public awareness about sexual violence and to educate communities and individuals on how to prevent sexual violence, and

**WHEREAS**, the 2021 Sexual Assault Awareness Month Campaign theme focuses on “Building Safe Online Spaces,” and

**WHEREAS**, sexual harassment, assault, and abuse can happen anywhere, including online spaces, and as we connect online we can learn how to practice digital consent, intervene when harmful content or behaviors are seen, and ensure that online spaces – whether they be workspaces, classrooms, social media platforms, or otherwise – are respectful and safe, and

**WHEREAS**, St. Lawrence Valley Renewal House provides St. Lawrence County with services which range from prevention, crisis intervention, counseling, and advocacy and includes a Sexual Assault Nurse Examiner Program, and

**WHEREAS**, sexual assault is a serious and widespread problem and St. Lawrence County can highlight sexual violence as a major public health, human rights, and social justice issue and reinforce the need for prevention efforts by working together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions, and

**WHEREAS**, through the month of April there are several events planned throughout St. Lawrence County to highlight Sexual Assault Awareness Month,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators declares April Sexual Assault Awareness Month, and

**BE IT FURTHER RESOLVED** that the Board of Legislators encourages all citizens of the County to join advocates and communities across the country in playing an active role to raise awareness to help prevent sexual assault.

April 5, 2021

Operations Committee: 3-8-2021

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 for St. Lawrence County 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 2019 bad debt accounts were \$6,455 for Drug Testing Fees, \$0 for Custody and Visitation Fees, and \$11,493 for Supervision Fees, for a total of \$17,948, written off last year by Resolution No. 96-2020, and

**WHEREAS**, in 2020 bad debt accounts from 2014, 6 years uncollectible, were \$5,515 for Drug Testing Fees, \$0 for Custody and Visitation Fees, and \$9,257 for Supervision Fees, for a total of \$14,772,

**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	\$14,772
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**DECREASE ASSET ACCOUNT:**

01TG0380 501Q0	T Q Accounts Receivable	\$14,772
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## Bad Debt Write Off Summary for Last 5 Years

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%
<b>Total</b>	<b>\$ 57,670.00</b>	<b>\$ (14,772.00)</b>	<b>\$ 42,898.00</b>	<b>74%</b>

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%
<b>Total</b>	<b>\$ 60,860.00</b>	<b>\$ (17,948.00)</b>	<b>\$ 42,912.00</b>	<b>71%</b>

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%
<b>Total</b>	<b>\$55,850.00</b>	<b>(\$16,770.00)</b>	<b>\$39,080.00</b>	<b>70%</b>

Fee Type	2011 Revenue	2011 Write Offs in 2017	Balance Collected	% Collected
Drug/Alcohol Fees	\$13,900.00	(\$7,897.20)	\$6,002.80	43%
Supervision Fees	\$43,715.00	(\$10,752.05)	\$32,962.95	75%
Custody/Visitation Fees	\$0.00	\$0.00	\$0.00	
Other Fees	\$195.00	\$0.00	\$195.00	100%
<b>Total</b>	<b>\$57,810.00</b>	<b>(\$18,649.25)</b>	<b>\$39,160.75</b>	<b>68%</b>

Fee Type	2010 Revenue	2010 Write Offs in 2016	Balance Collected	% Collected
Drug/Alcohol Fees	\$12,066.00	(\$10,480.92)	\$1,585.08	13%
Supervision Fees	\$45,191.00	(\$16,290.00)	\$28,901.00	64%
Custody/Visitation Fees	\$0.00	(\$100.00)	(\$100.00)	0%
Other Fees	\$0.00	\$0.00	\$0.00	
<b>Total</b>	<b>\$57,257.00</b>	<b>(\$26,870.92)</b>	<b>\$30,386.08</b>	<b>53%</b>

April 5, 2021

Operations Committee: 3-8-2021

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN THE ALTERNATIVES TO  
INCARCERATION (ATI) SERVICE PLAN CONTRACT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the St. Lawrence County Alternatives to Incarceration Advisory Board approved an extension of the Alternatives to Incarceration (ATI) Plan Contract No. CL17-1038-D04/C523950 for St. Lawrence County for July 1, 2020 through June 30, 2021, and

**WHEREAS**, pre-trial services were funded in the prior year, 2019-2020 contract term, with \$28,421, and

**WHEREAS**, the pre-trial services will be funded with \$28,421 in ATI funds (Q1033105 56000 ATI), and

**WHEREAS**, the total cost of the ATI Program for 2020 is \$96,547, of which \$28,421 is ATI grant funded, leaving a County cost of \$68,126,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign the Alternatives to Incarceration (ATI) Services Plan Contract, upon approval of the County Attorney.

April 5, 2021

Operations Committee: 3-8-2021

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES TO ACCEPT A FY21 ALTERNATIVE TO INCARCERATION, PRE-TRIAL, AND ELECTRONIC HOME MONITORING GRANT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the New York State Division of Criminal Justice Services has renewed the Alternatives to Incarceration (ATI) Programs and Services, Pre-Trial, Electronic Home Monitoring Program Grant for a fourth year, with a contract period of January 1, 2021 through December 31, 2021, and

**WHEREAS**, the Grant will be used to employ a Probation Officer, pay the cost of two mobile devices, vendor equipment, and rental fees for jail inmates that are considered moderate to high risk who would otherwise not be eligible for pretrial release and would remain in jail while their case remains pending, and

**WHEREAS**, offenders could be released under supervision on either Electronic Home Monitoring or Alcohol Monitoring during any given month, and it is anticipated this could alleviate a portion of the burden placed on the County Correctional Facility, and

**WHEREAS**, inmates in need of community-based services, as referred by Probation or the Courts, could utilize the walk-in clinics for immediate evaluations and engagement in outpatient services, thus providing significant savings to the County and alleviating Addiction Services from completing evaluations at the County Correctional Facility,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with the New York State Division of Criminal Justice Services to accept a FY21 Alternative to Incarceration, Pre-Trial, and Electronic Home Monitoring Grant (Q1033105 56000 EM), upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that if the funding source for this position ends, the position will be abolished.

April 5, 2021

Operations Committee: 3-8-2021

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES TO ACCEPT THE UPSTATE QUALITY IMPROVEMENT AND CASELOAD REDUCTION GRANT FOR 2020 THROUGH 2023**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the New York State Office of Indigent Legal Services has made a practice of providing competitive grant opportunities associated with the Upstate Quality Improvement and Caseload Reduction, and

**WHEREAS**, the purpose for applying for the Quality Improvement and Caseload Reduction Grant was to reduce the caseload burden for indigent defense in St. Lawrence County, and

**WHEREAS**, the extraordinary number of indigent defense cases in conjunction with the number of courts in St. Lawrence County, places the Office of the Public Defender in jeopardy of being able to provide even the most basic representation to its current clientele without additional staff, and

**WHEREAS**, in 2020, the New York State Office of Indigent Legal Services announced its intention to request proposals for a third round of funding associated with the Upstate Quality Improvement and Caseload Reduction, and

**WHEREAS**, the Office of the Public Defender applied for and was awarded a total of \$300,000 over three years (July 1, 2021 through June 30, 2023) to provide continued funding for an Assistant Public Defender Position in the Office of the Public Defender to support the burgeoning caseload, and

**WHEREAS**, the continued efforts of the Public Defender and county staff to find new sources of revenue to support mandated efforts is as important as maintaining existing revenue sources that have now become competitive,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with the New York State Office of Indigent Legal Services to accept the Upstate Quality Improvement and Caseload Reduction Grant for 2020 through 2023, upon approval of the County Attorney.



April 5, 2021

Operations Committee: 3-8-2021

RESOLUTION NO. \_\_\_\_\_

**DESIGNATING APRIL 2021 AS FAIR HOUSING MONTH**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, April 11, 1968 marked signing of the Fair Housing Act into law, which proclaims a national policy of equal housing opportunity for all citizens without regard to race, color, national origin, religion, sex, familial status or disability, and

**WHEREAS**, since the Board of Legislators established the St. Lawrence County Fair Housing Task Force in 1991, the Task Force has implemented a variety of activities to promote equal access to housing for all persons without regard to race, color, religion, national origin, sex, familial status, disability (physical or mental), creed, age, sexual orientation, marital status, or military status,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators designates April 2021 as Fair Housing Month, and

**BE IT FURTHER RESOLVED** the Board of Legislators reaffirms its commitment to promote equal housing so that all County residents are given the opportunity to live in safe, decent housing of their choice.

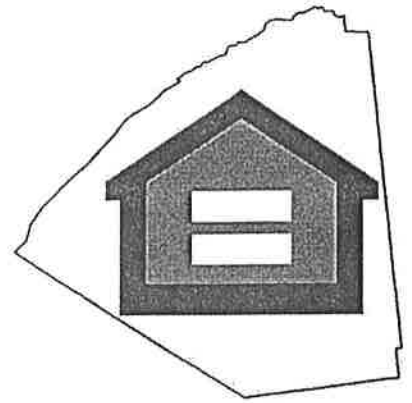
# ST. LAWRENCE COUNTY FAIR HOUSING TASK FORCE

*c/o St. Lawrence County Planning Office  
48 Court Street  
Canton, NY 13617-1169*

*315-379-2292 (Phone)*

*315-379-2252 (Fax)*

[www.stlawco.org](http://www.stlawco.org)



**To:** St. Lawrence County Board of Legislators

**From:** St. Lawrence County Fair Housing Task Force

**Date:** March 8, 2021

**Re:** Preliminary Report Regarding Impending Evictions in St. Lawrence County, NY

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The ongoing presence of **COVID -19** has led to a deferral of on time rent payments to landlords, which is anticipated to have a devastating effect on housing in St. Lawrence County and across the country. The Justice and Law Center in Massena, which handles the majority of eviction cases in the County, reports that eviction applications filed by landlords have increased by 75% in the past year. In the past four months, as many as 260 eviction applications have been filed, for an average of four per day.

Evictions have been on hold, by a variety of authorities. The Centers for Disease Control halted evictions last year, on the basis that putting people out of housing units contributed to the spread of COVID-19. Subsequently, the Cares Act at the federal level, and Gov. Cuomo's Executive Orders at the state level, have each placed a moratorium on evictions when the tenant can demonstrate that COVID-19 had adversely affected their ability to pay rent.

And yet, eviction applications are piling up, at a rate of four per day; landlords have no other recourse when rent is not paid. When the current moratorium ends, now projected as April 30, 2021, those applications will begin to move through the judicial system, and hundreds of tenant households will be put out of their housing – while the pandemic continues.

Most landlords in the County are small-scale, owning one or several housing units. They may have some cash reserves, but in the face of an entire year of COVID-19 affected interruptions to their rental income, many of these small-scale landlords are facing the inability to make needed repairs to their units, or pay property taxes. And they cannot evict tenants that may truly need to be removed – those who damage their units, or who conduct illegal activities, for example.

Federal and State efforts to provide relief have been insufficient, both in scope and scale. As an example, one initiative from NYS HCR would have paid up to three months' rent for a tenant who could demonstrate an inability to pay rent due to COVID-19. However, by the time the program was announced many renters were more than three months late on rent; they would be left with the remaining arrearage, and possibly with a continuing inability to pay rent, due to continued unemployment. In addition, the two rounds of this program had very short application periods.

It is clear that the current stalemate in the housing market cannot continue, while eviction applications continue to pile up. In recognition of the difficulties faced by landlords, the Board of Legislators approved a resolution at their February 2021 meeting, calling upon the State of New York to provide relief to individual investors of rental properties impacted by reduced rent collections due to the COVID-19 pandemic.

The Fair Housing Task Force is especially concerned that the current COVID-19 related stalemate in the rental housing market might spiral into a new cycle of disinvestment in the low- to moderate-cost portion of the housing market. The progress represented by these years of investment by the County and private lenders may be undone by a failure to recognize and to act on the problems that are being faced each day by landlords and tenants.

The health of the housing market in the County is at stake. *The Fair Housing Task Force respectfully asks the Board include the impending evictions crisis as a legislative issue agenda item, and to insist State and Federally elected officials develop emergency assistance to make landlords and tenants whole.* The Task Force recommends communicating to that late rental payments have created a cascading effect on deferred housing maintenance by property owners, and that tenants who are behind on rent are facing impending evictions. There is also serious concern that landlords may file for bankruptcy, and will likely become delinquent on payment of real property taxes.

In the interim, there are a few agencies that may be able to assist area landlords and tenants:

1. The St. Lawrence County Community Development Program can offer **emergency rental and utility assistance** through its Neighborhood Centers to anyone who financially qualifies. Current qualifications are 200% of federal poverty level. Persons seeking assistance should contact their nearest Neighborhood Center. Visit <https://slccdp.org/neighborhood-centers> or call: (315) 386-1102.
2. Maximizing Independent Living Choices' Solutions to End Homelessness Program (STEHP) assists households who are at-risk of becoming homeless and helps participants transition to housing stability. MILC also has some **rental assistance** that applicants would have apply and qualify for. Visit <http://milcinc.org/services/solutions-to-end-homelessness> or call: (315) 764-9442.
3. Lastly, the Legal Aid Society of Northeastern New York (LASNNY) offers **legal services** to qualified individuals who are being evicted from their home, or if their house is in foreclosure. Visit <https://www.lasnny.org/location/canton-office> or call: (315) 386-4586.

April 5, 2021

Operations Committee: 3-8-2021

RESOLUTION NO. \_\_\_\_\_

**PROCLAIMING EARTH DAY IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the Board of Legislators has traditionally emphasized the preservation and improvement of the quality of the natural and man-made environment within the County, and

**WHEREAS**, April 22, 2021 marks the 51st anniversary of Earth Day, and since 1970 Earth Day has increased awareness of pollution, climate change, endangered species, and many other environmental issues of the planet we live on, and

**WHEREAS**, since its establishment by the Board of Legislators in 1971 the Environmental Management Council (EMC) has worked to advise the Board of Legislators about, and to foster public understanding of, environmental matters affecting the County, and

**WHEREAS**, in conjunction with "Earth Day", the EMC will sponsor and encourage public participation in environmentally responsible activities and educational programs,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims April 22, 2021 to be Earth Day in St. Lawrence County, and

**BE IT FURTHER RESOLVED** that the Board of Legislators encourages all persons throughout the County to participate in programs and activities, on Earth Day and throughout the year, that promote a healthy environment in conjunction with a stronger economy, and that improve awareness about the interactions between people and the environment.

April 5, 2021

Operations Committee: 3-8-2021

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE PLANNING OFFICE TO APPLY FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING AND FOR THE CHAIR TO SIGN NECESSARY APPLICATION DOCUMENTATION AND A CONTRACT WITH THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, funds are available from the New York State Office of Community Renewal (OCR) to provide for housing activities under the Community Development Block Grant (CDBG) Program, and

**WHEREAS**, applicants for CDBG Funds must be units of local government, specifically including counties, and

**WHEREAS**, the County has experience in preparing CDBG applications and administration of the programs,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Planning Office to apply for Community Development Block Grant Funding, and for the Chair to sign necessary application documentation and a contract with New York State Office of Community Renewal, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** upon the grant be awarded, the Board of Legislators will consider a resolution to accept the grant, modify the budget, and authorize the Planning Office to engage in requisite activities to provide grant administration and program delivery services, both which are reimbursable through the grant, and to close out this grant as may be required, and

**BE IT FURTHER RESOLVED** that, upon the grant being awarded, and the grant administration and program delivery continue into subsequent fiscal years, the Board of Legislators authorizes the Treasurer to roll-over any remaining funds to future budgets until the grant is fully expended.

April 5, 2021

Operations Committee: 3-8-2021

RESOLUTION NO. \_\_\_\_\_

**RECOGNIZING THE MONTH OF APRIL  
AS NATIONAL CHILD ABUSE PREVENTION MONTH**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, in 1983, then President Ronald Reagan, declared April as “Child Abuse Prevention Month,” and

**WHEREAS**, the month is a time to collectively raise awareness of child abuse, to learn to recognize signs of abuse, and to empower people across the Nation to play a role in making great childhoods happen, and

**WHEREAS**, child abuse or neglect includes physical, emotional, or sexual abuse of minors, as well as exploitation, and

**WHEREAS**, the COVID-19 pandemic has created a need for increased awareness of child abuse,

**WHEREAS**, according to the Center for Disease Control (CDC), heightened stress, school closures, loss of income, and social isolation resulting from the COVID-19 pandemic have increased the risk for child abuse and neglect, and

**WHEREAS**, furthering the complications, the COVID-19 pandemic has disconnected people from their resources and support systems,

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators recognizes the month of April as National Child Abuse Prevention Month.

## VACANCY REVIEW SUMMARY

County Administrator's Office

March 2, 2021

12:00 P.M.

**Summary:** January 5<sup>th</sup> – March 2<sup>nd</sup>

Requests: 52  
Approved: 32  
Denied: 0  
Request/Hold: 11  
Withdrawn: 1

**Summary:** March 2<sup>nd</sup>

Requests: 18  
Approved: 16  
Denied: 0  
Request/Hold: 2  
Withdrawn: 0

Position reviewed:

### Highway:

Request: 1

Request: Fill, Bridge Construction Mechanic  
Position No. 312300001, Immediately

Recommendation: Fill, Immediately

### Emergency Services:

Request: 2

Request: Fill, Senior Dispatcher  
Position No. 612400003, Immediately

Recommendation: Fill, Immediately

Request: Fill, Dispatcher  
Position No. 612100022, Immediately

Recommendation: Fill, Immediately

### Social Services:

Request: 14

Request: Create and Fill Senior Caseworker – Unit/CPS  
Position No. 815400003, Immediately

Recommendation: Fill, 30 Days

Request: Fill, Clerk – Unit/Legal  
Position No. 002300051, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner  
Position No. 814000052, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/Children’s Services  
Position No. 815000007, Immediately

Recommendation: Fill, Immediately

Revisit: Keyboard Specialist – Unit/Children Services  
Position No. 0031000103, Immediately

Recommendation: Fill, 30 Days

Revisit: Keyboard Specialist – Unit/Children Services  
Position No. 0031000104, Immediately

Recommendation: Hold

Revisit: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000061, Immediately

Recommendation: Fill, 30 Days

Revisit: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000062, Immediately

Recommendation: Fill, 30 Days

Revisit: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000063, Immediately

Recommendation: Fill, 30 Days

Revisit: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000064, Immediately

Recommendation: Fill, 30 Days

Revisit: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000065, Immediately

Recommendation: Fill, 30 Days



Revisit: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000067, Immediately

Recommendation: Fill, 30 Days

Revisit: Create and Fill, Case Supervisor, Grade B – Unit/Children’s Services  
Position No. 816100009, Immediately

Recommendation: Fill, 30 Days

Revisit: Create and Fill, Case Supervisor, Grade B – Unit/Children’s Services  
Position No. 816100010, Immediately

Recommendation: Hold

**Information Technology:**

Request: Abolish Information Services Manager, Create and Fill Director of  
Information Technology  
Position No. 202400001, Immediately

Recommendation: Fill, Immediately

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

- 1.5.20 Larry Denesha and Margaret Haggard
- 2.2.21 John Burke and Rita Curran
- 3.2.21 Rita Curran and Day Fay

# St. Lawrence County Vacancy Authorization Form

## Emergency Services



Type: Fill

Senior Dispatcher

Subunit (If Applicable):

Date Submitted: 02/09/2021

Reason Vacated: Promotion

Position Number: 612400003

Date Vacated: 02/19/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/08/2013

Hours Per Week: 40

Appointee Will Be: Provisional

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$54,925

Revenue Generating: No 0 %

Benefits: Yes \$26,446

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$45,328

Budget Mod Attached, If Required?

Grade: 23

**Net County Cost: \$81,371**

### 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 supervisory position within the Emergency Services Office is vital due to the new discovery laws that were enacted January 1, 2020. This Supervising Emergency Services Dispatcher will be responsible, not only for supervising dispatch personnel, but forward information, recordings, and other requested documents to law enforcement to be compliant with the discovery laws.

If this position is not filled, the office may not be able to forward requested information to law enforcement within the time limit required.

Department Head: *Mark Daniels*

Approved?  
Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Emergency Services



Type: Fill

Dispatcher

Subunit (If Applicable):

Date Submitted: 02/17/2021

Reason Vacated: Promotion

Position Number: 612100022

Date Vacated: 04/06/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 40

Appointee Will Be: Provisional

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$42,133

Revenue Generating: No 0 %

Benefits: Yes \$20,287

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$37,855

Budget Mod Attached, If Required?

Grade: 18

**Net County Cost: \$62,420**

### 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.

Staffing needs require the filling of this position. The Dispatcher is responsible for manning one of four positions in the Emergency Services Dispatch Center. These positions serve all of the county residents who require emergency services and law response.

Department Head: *Matt Dand*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Information Technology



Type: Abolish & Create

**Director of Information Technology**

Subunit (If Applicable):

Date Submitted: 02/26/2021

Reason Vacated: New Position

Position Number: 202400001

Date Vacated:

Position # Abolished: 203400001

Position Will Be: Fulltime

Last Fill Date: 2008

Hours Per Week: 35

Appointee Will Be: Provisional

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$76,275

Revenue Generating: No 0 %

Benefits: Yes \$36,726

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$74,663

Budget Mod Attached, If Required?

Grade: M5

**Net County Cost: \$113,001**

### 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.

Originally, in 2008 the Information Technology Director Position was created with the goal in mind of gaining a department head with expertise in the field of technology for the County. In order to guide and direct the Department toward not only the support and maintenance of the infrastructure of county government, but also to develop and implement the evolution of replacement planning and efforts to ensure that there is a continuity of services for employees to serve the public. Currently a staff of six (6) would be supervised by the Director. This individual will be working with all county departments to support their operations and assess the needs to ensure they can be met with equipment; hardware and software needs. This is a competitive tested position in the County and will require satisfaction of civil service requirements to be appointed permanently. With the pending retirement of the Governmental Services Director and the needs associated throughout the County, an IT Director would best suited to replace the IT Services Manager Position without having to reassign management responsibilities to a Department Head.

\*\*\* Abolish Information Services Manager - Create and Fill Information Technology Director

Department Head: *Ruth J. Doyle*

**Approved?**  
Yes  No

County Administrator:

Resolution #: