

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

WILLIAM J. SHERIDAN
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, APRIL 11, 2022
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – March 21**
- 3. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS**
 - A. Authorizing the Chair to Sign Contracts Requesting Grant Extensions for Poll Worker Training /Voter Education (Res)
- 4. PLANNING – JASON PFOTENHAUER**
 - A. Determining the Countywide Housing Rehabilitation Program Round #4 (CHRP 4) is a Type II Action under State Environmental Quality Review Act (SEQRA) and not Subject to Environmental Review (Res)
 - B. Appointing the Planning Director, Jason C. Pfothenhauer, as Certifying Officer for Environmental Review for the Community Development Block Grant Award (Res)
 - C. Authorizing the Chair to Sign a Sub-Recipient Agreement with the Development Authority of the North Country for Delivery of the Countywide Housing Rehabilitation Program, Round #4
 - D. Telecommunications Infrastructure (Discussion)
- 5. CONFLICT DEFENDER – AMY DONA**
 - A. Modifying the 2022 Budget for the Conflict Defender's Office for Computers (Res)
- 6. LEGISLATOR RITA CURRAN**
 - A. Proclaiming the Month of May, 2022, as Mental Health Awareness Month in St. Lawrence County (Res)
- 7. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Vacancy Review Summary (Info)
 - B. Probation
 1. Fill a Keyboard Specialist, Position No. 003100067
 - C. Board of Elections

1. Fill an Election Clerk, Position No. 027900002

8. COUNTY ADMINISTRATOR'S REPORT

- A. Executive Order 11, Remote Attendance (Discussion)
- B. Social Services Investigation (Discussion)

9. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative 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)

10. OLD/NEW BUSINESS

- A. Approving St. Lawrence County Affirmative Action/Equal Employment/Family Medical Leave Act/American's with Disabilities (AA/EEO/FMLA/ADA) Plan, as Amended (Res) (Info) *(Note: This resolution was tabled at the March Operations Committee and will need a motion to remove it from the table.)*
- B. Authorizing the Chair to Sign an Agreement Establishing the Oswegatchie River Advisory Council (Res) (Info) *(Note: This resolution was tabled at the March Operations Committee and will need a motion to remove it from the table.)*

11. EXECUTIVE SESSION

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

12. ADJOURNMENT – If there is no further business.

May 2, 2022

Operations Committee: 4-11-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS REQUESTING GRANT
EXTENSIONS FOR POLL WORKER TRAINING /VOTER EDUCATION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Legislators approved Resolution Nos. 45-2007, 46-2007, and 47-2007, Authorizing the Chair to sign Grant Applications for New York State Voting Access for Individual with Disabilities Polling Place Improvement, and HHS Voting Access for Individuals with Disabilities Polling Place Improvement, and Voter Education/Poll Worker Training, and

WHEREAS, Resolution No. 73-2009 allowed for the rollover of these funds annually, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to March 31, 2023 for those grants that have an unexpended balance, and

WHEREAS, the unexpended balance for Voter Education/Poll Worker Training is \$42,694, and

WHEREAS, grant extension applications must be signed by the Chair and returned to New York State Board of Elections,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts requesting grant extensions for poll worker training/voter education, upon approval of the County Attorney.

May 2, 2022

Operations Committee: 4-11-2022

RESOLUTION NO. _____

DETERMINING THE COUNTYWIDE HOUSING REHABILITATION PROGRAM ROUND #4 (CHRP 4) IS A TYPE II ACTION UNDER STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) AND NOT SUBJECT TO ENVIRONMENTAL REVIEW

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Office of Community Renewal (OCR) has awarded \$615,000 in Community Development Block Grant (CDBG) funds to St. Lawrence County to continue funding for the Countywide Housing Rehabilitation Program (CHRP 4), and

WHEREAS, these funds will be used to provide housing rehabilitation assistance to approximately twelve (12) eligible, income-qualified households in communities across the County, and

WHEREAS, NYS Office of Community Renewal requires that the Board of Legislators make a determination about the status of CHRP 4 under State Environmental Quality Review Act (SEQRA) regulations, and

WHEREAS, the project is consistent with 617.5(c)(1) of SEQRA regulations, since “maintenance or repair involving no substantial changes in an existing structure ...” has been determined by DEC to be a Type II action, and

WHEREAS, the project is consistent with 617.5(c)(2), since rehabilitation of existing single-family residences is consistent with the “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this Part,”

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators makes the determination that the Countywide Housing Rehabilitation Program Round #4 (CHRP 4) is a Type II action under SEQRA, and not subject to environmental review.

May 2, 2022

Operations Committee: 4-11-2022

RESOLUTION NO. _____

**APPOINTING THE PLANNING DIRECTOR, JASON C. PFOTENHAUER,
AS CERTIFYING OFFICER FOR ENVIRONMENTAL REVIEW FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT AWARD**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Office of Community Renewal (OCR) has awarded \$615,000 in Community Development Block Grant (CDBG) funds to St. Lawrence County to continue funding for the Countywide Housing Rehabilitation Program (CHRP 4), and

WHEREAS, these funds will be used to provide housing rehabilitation assistance to approximately twelve (12) eligible, income-qualified households in communities across the County, and

WHEREAS, the Planning Office has been informed by staff at NYS Office of Community Renewal that the Board of Legislators is required to appoint the Certifying Officer by Resolution,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators appoints the Planning Director, Jason C. Pfothenauer, to serve as the Certifying Officer for Environmental Review for the Community Development Block Grant Award.

May 2, 2022

Operations Committee: 4-11-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A SUB-RECIPIENT AGREEMENT
WITH THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
FOR DELIVERY OF THE COUNTYWIDE HOUSING REHABILITATION PROGRAM,
ROUND #4**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the New York State Office of Community Renewal (OCR) awarded \$615,000 in Community Development Block Grant (CDBG) funds (NYS CDBG Project #1106HR309-21) (N1080204 460GP) to establish and administer the Countywide Housing Rehabilitation Program, Round #4 (CHRP 4), and

WHEREAS, out of the total award of \$615,000, \$505,200 will be utilized to provide low to moderate income households with housing rehabilitation assistance; \$79,050 will be used for program delivery purposes; \$30,750 will be used for administrative purposes with the County retaining \$5,000 for its role in grant administration, and

WHEREAS, these funds will be used to provide housing rehabilitation assistance and lead hazard control work to approximately twelve (12) eligible, income-qualified households in communities across the County, and

WHEREAS, in 2021 the County conducted a Request for Statements of Interest (RSOI) in order to select a sub-recipient for future community development programs, and

WHEREAS, as a result of this RSOI process the County selected the Development Authority of the North Country as its sub-recipient for this community development program,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Sub-recipient Agreement with the Development Authority of the North Country for the delivery of the Countywide Housing Rehabilitation Program, Round #4, upon approval of the County Attorney.

May 2, 2022

Operations Committee: 4-11-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE CONFLICT
DEFENDER'S OFFICE FOR COMPUTERS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Conflict Defender's Office is in need of computer equipment upgrades for staff, and

WHEREAS, the County and the New York State Office of Indigent Legal Services entered into a multi-year agreement in 2019, wherein under the Statewide Expansion of *Hurrell-Harring*, funding is appropriated to the Conflict Defender's Office to cover computer equipment upgrades for staff, and

WHEREAS, there are funds available in contractual accounts in the 2022 Budget for the Conflict Defender to cover the equipment which will be reimbursed through the grant,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for Conflict Defender's Office for computers, as follows:

DECREASE APPROPRIATIONS:

IC211704 42000 ILS	CD ILS Office Supplies & Expenses	\$5,000
IC211704 43007 ILS	CD ILS Other Fees and Services	<u>5,000</u>
		\$10,000

INCREASE APPROPRIATIONS:

IC211702 22002 ILS	CD ILS Personal Computers	\$10,000
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May 2, 2022

Operations Committee: 4-11-2022

RESOLUTION NO. _____

**PROCLAIMING THE MONTH OF MAY, 2022, AS MENTAL HEALTH
AWARENESS MONTH IN ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Mental Health Awareness Month was established in 1949 to increase awareness of the importance of mental health and wellness in the lives of Americans, and also to celebrate recovery from mental illness, and

WHEREAS, additionally, Mental Health Awareness Month strives to reduce the stigma, negative attitudes, and misconceptions that surrounds mental illnesses, and

WHEREAS, the theme of Mental Health Awareness Month for 2022 is “Back to Basics” with a goal of providing foundational knowledge about mental health and providing practical tools to use to improve mental health and increase resiliency regardless of personal situations, and

WHEREAS, the past two years have taken a toll on the mental well-being of the people of the United States with many adults and children feeling the effects of stress, isolation, and uncertainty during the last two years of living through the Coronavirus Pandemic, and

WHEREAS, the Joint Economic Committee of Congress released a report in October of 2020 on COVID-19 and how it worsened the mental health crisis in the United States showing that symptoms of anxiety disorder and depressive disorder have increased considerably during the period of April to June of 2020 as compared with the same period in 2019, and

WHEREAS, during late June 2020, forty percent (40%) of adults in the U.S. reported struggling with mental health or substance abuse; nearly thirty-one (31%) experienced symptoms of anxiety or depression; twenty-six percent (26%) experienced symptoms of trauma and stressor related disorders; thirteen percent (13%) started or increased substance abuse; and nearly eleven percent (11%) seriously considered suicide, and

WHEREAS, there was a one-thousand percent (1,000%) increase in text messages in April 2020 on a Federal text emergency hotline for people in emotional distress, and

WHEREAS, the Board of Legislators recognizes mental health awareness a priority in St. Lawrence County, and confirms that mental well-being is equally as important as physical well-being for citizens, communities, schools, businesses, and the economy of St. Lawrence County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims the month of May, 2022, as Mental Health Awareness Month in St. Lawrence County, and

BE IT FURTHER RESOLVED that the Board of Legislators encourage all citizens to promote mental well-being and awareness, ensure access to appropriate services and care, and support overall quality of life for those living with mental illness.

VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

April 5, 2022

9:00 A.M.

Summary: January 4th – April 5th

Requests: 58
Approved: 54
Denied: 0
Request/Hold: 4
Withdrawn: 0

Summary: April 5th

Requests: 15
Approved: 14
Denied: 0
Request/Hold: 1
Withdrawn: 0

Positions to be reviewed:

Community Services:

Request: 3

Request: Fill, Chemical Dependency Counselor
Position No. 510400009, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Chemical Dependency Case Aide
Position No. 510200001, Immediately

Recommendation: Fill, Immediately

Request: Abolish Chemical Dependency Case Aide, Create and Fill, Peer Advocate
Position No. 505900002, Immediately

Recommendation: Fill, Immediately

Probation:

Request: 1

Request: Fill, Keyboard Specialist
Position No. 003100067, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 4

Request: Fill, Senior Social Welfare Examiner – Unit/TA/SNAP
Position No. 814100001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Support Investigator – Unit/Child Support
Position No. 813000002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/Medicaid
Position No. 814000014, Immediately

Recommendation: Hold

Revisit: Fill, Coordinator of Social Services Information Technology – Unit/Systems
Position No. 812000001, Immediately

Recommendation: Fill, Immediately

Highway:

Request: 6

Request: Fill, Motor Equipment Operator
Position No. 310000010, Immediately

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Operator
Position No. 310000025, Immediately

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Mechanic Helper
Position No. 308000002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Mechanic Helper
Position No. 308000003, Immediately

Recommendation: Fill, Immediately

Request: Fill, Deputy County Highway Superintendent
Position No. 318600002, Immediately

Recommendation: Fill, Immediately

Request: Abolish Assistant Civil Engineer, Create and Fill, Assistant Highway
Administration Manager
Position No. 318100002, Immediately

Recommendation: Create and Fill, Assistant Highway Administration Manager
Position No. 318100002

Board of Elections:

Request: 1

Request: Fill, Election Clerk
Position No. 027900002, Immediately

Recommendation: Fill, Immediately

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

1.4.2022	John Burke and Margaret Haggard
2.8.2022	Larry Denesha and Dan Fay
3.8.2022	Joe Lightfoot and Rita Curran
4.5.2022	Kevin Acres

St. Lawrence County Vacancy Authorization Form

Probation



Type: Fill

Keyboard Specialist

Subunit (If Applicable):

Date Submitted: 3/9/2022

Reason Vacated: Resignation

Position Number: 003100067

Date Vacated: 3/18/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 12/17/2018

Hours Per Week: **35**

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$37,040

Revenue Generating: No 0 %

Benefits: Yes \$17,835

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$35,316

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$54,875

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 position plays a very important role in the efficiency and accuracy of the Probation Department and if not filled, the department would rely heavily on the Secretary 1, Account Clerk and Keyboard Specialist to absorb the duties, which would negatively affect the quality and efficiency of the duties already assigned to those positions.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Board of Elections



Type: Fill

PT Election Clerk (Republican)

Subunit (If Applicable):

Date Submitted: 4/1/2022

Reason Vacated: Termination

Position Number: 027900002

Date Vacated: 4/1/2022

Position # Abolished:

Position Will Be: Part-time

Last Fill Date: 2016

Hours Per Week: **35**

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: Yes 100 %

Benefits: Yes \$0

Reimbursed by State
or Federal Funds: No 0 %

Base Salary:

Budget Mod Attached, If Required?

Grade:

Net County Cost: \$0

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 position is essential for entering data and preparing supplies for all elections, both primary and general. These position help absorb the tidal wave of pre-election registration, absentee applications, absentee ballots and associated office work required to ensure all voters are eligible to vote. Failure to handle the work in a timely manner would place the voters rights to participate in an election in jeopardy, thus undermining their constitutional right to vote.

Department Head: Tom Nichols

Approved?

Yes No

County Administrator:

Resolution #:

May 2, 2022

Operations Committee: 3-21-2022

RESOLUTION NO. _____-TABLED

**APPROVING ST. LAWRENCE COUNTY AFFIRMATIVE ACTION/EQUAL
EMPLOYMENT/FAMILY MEDICAL LEAVE ACT/AMERICAN'S WITH
DISABILITIES (AA/EEO/FMLA/ADA) PLAN, AS AMENDED**

By Ms. Curran, Chair, Operations Committee

WHEREAS, pursuant to Civil Rights Act (1964), Executive Order 10925 (1961), Rehabilitation Act (1973), and Americans with Disability Act (1990) as Amended, St. Lawrence County established an AA/EEO/FMLA/ADA Plan ("the Plan"), and

WHEREAS, the Plan demonstrates the commitment of St. Lawrence County to provide equal employment opportunities for minorities, women, persons with disabilities and protected class veterans and to prohibit discrimination in employment on the basis of race, color, sex, religion, age, national origin, genetic information, creed, sexual orientation, disability and marital status with respect to hiring, compensation, terms, conditions, or privileges of employment, and

WHEREAS, the Plan was last updated in July 2017, and

WHEREAS, relevant changes have occurred over the years which require the Plan to be updated including but not limited to the AA/EEO/FMLA/ADA Officer designation, minor process changes, and goals,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves St. Lawrence County Affirmative Action/Equal Employment/Family Medical Leave Act/American's with Disabilities (AA/EEO/FMLA/ADA) Plan, as amended.

PART I
POLICY STATEMENT

It is the policy of St. Lawrence County (SLC) to provide equal employment opportunity to all people without regard to race, color, creed/religion, gender identity, marital status, sex, sexual orientation, age, national origin, disability, or Vietnam Era Veteran status. As Chairman of the St. Lawrence County Board of Legislators, I am personally committed to assuring that St. Lawrence County will act affirmatively to develop avenues of entry and mobility for protected group members through the following activities:

- Development of programmatic approaches to the elimination of any unjust exclusionary employment practices, policies, and consequences
- Development of educational and training programs for all employees, with due emphasis on our goal of providing advancement opportunities for protected group members; and
- Development of mechanisms for swift and judicious resolution of problems of human rights discrimination consistent with our policy, and other applicable legal statutes including: Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans Act of 1974, Executive Order 11246 and the Equal Employment Opportunity Act.

To effectuate this policy, we have designed a plan, which conforms with all relevant Federal and State non-discrimination and affirmative action regulations and our policies on the Family Medical Leave and American Disabilities Acts. It applies equally to all job classifications and titles in St. Lawrence County and all types of appointments under the County's jurisdiction. It governs all of our employment policies, practices and actions including but not necessarily limited to: recruitment, interviewing, employment, training, disciplinary actions, rate of pay, or other compensation, reclassification, reallocation, promotion, demotion, termination, and all employee benefits. Reasonable accommodations will be made for individuals having disabilities.

To assist me in my responsibility as chief executive officer for an effective affirmative action program, I shall appoint an Affirmative Action Officer, upon approval of the Board of Legislators. The Affirmative Action Officer will advise and assist the St. Lawrence County Administrator who shall be responsible for the day-to-day implementation of necessary programs and policies as outlined in the Affirmative Action/Equal Employment Opportunity Plan. I will see that sufficient resources necessary for the execution of the program responsibilities will be provided.

The mission of St. Lawrence County is to ensure the fulfillment of our policy to provide equal employment opportunity for all - the right of every person to be employed and to advance on the basis of merit, ability, and potential. Affirmative action considerations will be an integral part of all County activities performed in the furtherance of our mission and in meeting our responsibilities to the County's citizens.

St. Lawrence County will employ all necessary procedures to ensure that this policy continues to be fully supported and expects that all department heads, in all activities, undertake a personal commitment to assure themselves that the principles of equal opportunity are fully implemented in every action they take.

SLC Affirmative Action/Equal Employment Opportunity Plan
As amended April 2022

<p><u>AFFIRMATIVE ACTION - WHAT IT IS:</u></p> <ol style="list-style-type: none">1. An ongoing Program – designed to correct past discrimination2. Race and sex conscious Policies and Practices aimed at achieving Equal Employment Opportunity3. A method used to reach the goal of equal opportunity4. Required by Federal law for agencies receiving federal assistance <p><u>WHAT IT IS NOT:</u></p> <ol style="list-style-type: none">1. A piece of paper2. So Called “Reverse Discrimination”3. A program which assumes present equality can be built on a foundation of past discrimination.4. A quota system.	<p><u>EQUAL EMPLOYMENT OPPORTUNITY – WHAT IT IS:</u></p> <ol style="list-style-type: none">1. Equal access to jobs2. Applicable to all citizens3. Essential to sound employment practices4. Required by state and federal law <p><u>WHAT IT IS NOT:</u></p> <ol style="list-style-type: none">1. A guarantee of jobs2. Ethnic group specific3. Gender specific4. A social program
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William Sheridan, St. Lawrence County Board of Legislators, Chair

Date

PART II
DISSEMINATION OF POLICY AND PLAN

St. Lawrence County will disseminate its Affirmative Action/Equal Employment Opportunity Plan and Programs, internally and externally, as follows:

1. The Master Copy of the St. Lawrence County Affirmative Action/Equal Employment Opportunity (AA/EEO) Plan will be maintained in the St. Lawrence County Human Resources Office.
2. A copy of St. Lawrence County's Affirmative Action Policy Statement (Part I of the SLC AA/EEO-Plan) will be posted in every county building and facility on at least one bulletin board that is conspicuous and accessible to employees and, to the extent possible, to the public.
3. The SLC AA/EEO Plan will be made available to employees and the public via the County Web page and, upon request, a written copy from the County Human Resources Office.
4. Upon revision of the SLC AA/EEO Plan an electronic notice will be distributed to the St. Lawrence County Board of Legislators and Department Heads (for dissemination to all employees) and noted on the County Web site on the Human Resources Department page.
5. All members of St. Lawrence County, wherever applicable, shall indicate that the County is an Equal Opportunity/Affirmative Action Employer.
6. Each employee of St Lawrence County will be provided a copy of the SLC AA/EEO Policy Statement.

PART III
IMPLEMENTATION RESPONSIBILITIES

A. Chairman, St. Lawrence County Board of Legislators

Consistent with applicable laws, rules and regulations, and Executive Orders, ultimate responsibility for the achievement of equal opportunity in St. Lawrence County through the use of the Affirmative Action/Equal Employment Opportunity (AA/EEO) Plan and other means lies with the Chairman of the St. Lawrence County Board of Legislators.

B. Affirmative Action Officer

The Affirmative Action Officer advises and assists the County Administrator with the daily administration of the St. Lawrence County Affirmative Action/Equal Employment Opportunity Plan. They shall keep the Chairman of the St. Lawrence County Board of Legislators updated on critical issues. The Board of Legislators shall appoint the Affirmative Action Officer for a term of 4 years in a non-compensatory capacity.

The duties of the Affirmative Action Officer include, but are not limited to, the following:

- Advises and assists the County Administrator in developing and implementing policies and procedures necessary to comply with the Affirmative Action/Equal Employment Opportunity Plan;
- Investigates and attempts to resolve complaints of discrimination by employees and applicants who are members of the protected classes;
- Monitors St. Lawrence County's Affirmative Action/Equal Employment Opportunity Programs;
- Conducts an annual review of the Affirmative Action/Equal Employment Opportunity Plan and recommends revisions, publishing a new cover page when necessary.
- Develops and conducts Affirmative Action training programs for Dept. Heads;
- Assures that reasonable accommodations are provided to all known qualified disabled applicants and employees;
- Participates in conferences, meetings, forums, discussion groups, panels and seminars concerned with Affirmative Action, Equal Employment Opportunity, Family Medical Leave Act and American With Disabilities Act;
- Keeps abreast of and interprets laws, rules, regulations and court decisions impacting on St. Lawrence County's Affirmative Action\Equal Employment Opportunity Programs;
- Assists and advises all departments in St. Lawrence County on AA/EEO issues;
- Develops an internal discrimination complaint procedure;

SLC Affirmative Action/Equal Employment Opportunity Plan
As amended April 2022

- Informs complainants of their rights and external avenues of redress;
- Implements and administers the AA/EEO Plan;
- Maintains all personnel records in a manner consistent with applicable laws and regulations as well as the requirements of the AA/EEO Plan;
- Develops and maintains all personnel directives in a manner that is consistent with applicable laws and regulations and the AA/EEO Plan;
- Continuously reviews the jurisdictional classification system, examination procedures and policies, benefit packages, leave policies, training and career development programs and other employment practices to assure that all such practices conform with current legal and regulatory requirements, and the AA/EEO Plan;
- Ensures all protected class individuals have equal access to all employment and training opportunities available.
- Compiles the annual federal EEO - 4 report;

C. Responsibilities of Department Heads and Elected Officials

The county department heads and elected officials of St. Lawrence County will ensure that affirmative action goals and objectives are met within their respective program areas.

Obligations shall include, but are not limited to, the following:

- Provides all protected class staff members with equal opportunity to participate in training and career enrichment activities, including workshops, seminars, and tuition reimbursement;
- Conducts, and participates in Affirmative Action training programs for staff;
- Participates in AA/EEO training provided to supervisory and management personnel;
- Consistently and equitably applies discipline, rules, and other personnel actions and procedures;
- Provides accurate reports and information as required for affirmative action purposes.

PART IV
VIETNAM ERA VETERANS

A. Policy Statement

Pursuant to Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), Vietnam Era Veterans are a protected class and are due the same considerations as the other protected classes under this Affirmative Action Plan. Therefore, all the policies and procedures outlined in this plan apply to Vietnam Era Veterans as well as to the other protected classes.

St. Lawrence County will take affirmative action to employ and advance in employment disabled veterans and veterans of the Vietnam era. Such action applies to employment practices, including, but not limited to, the following:

Hiring, promotion, demotion, transfer, recruitment or recruitment advertising, rates of pay or other forms of compensation, as well as selection for training.

"Reasonable accommodation" will be made for physical and mental impairment of disabled veterans (see attachment 1 for the Accommodation Application and attachment 2 for Medical Inquiry Form).

B. Definitions

For the purpose of compliance with this plan, a Vietnam Era Veteran is considered to be:

Any person who served on active duty, in the Armed Forces of the U.S., any part of which occurred between January 1, 1963 and May 7, 1975 and was discharged or released under honorable conditions. A member of the National Guard or Reserve component of the Armed Forces cannot be afforded the designation as a Vietnam Era Veteran unless the service resulted from a federalization of the Guard or the Reserve duty was for other than training purposes.

For compliance with this plan, reasonable accommodation is considered to be:

Any accommodation, such as making facilities accessible, modifying equipment, providing readers, and use of job restructuring, part - time or modified work schedules, which does not cause an undue hardship.

**PART V
DISABLED PERSONS**

A. Policy Statement

Pursuant to Section 503 of the Federal Rehabilitation Act of 1973, as Amended, as well as, Title I of the Americans with Disabilities Act (ADA) as Amended, St. Lawrence County will take affirmative action to employ and advance in employment qualified disabled individuals, i.e., those who with or without reasonable accommodations, can perform the essential functions of the job in question. Such action applies to employment practices, including, but not limited to, the following:

Hiring, promotion, demotion, transfer, recruitment or recruitment advertising, rates of pay or other forms of compensation, as well as selection for training.

While applicants and employees who have a disability are members of one of the protected classes included under the provisions of the main body of this Affirmative Action Plan, this section addresses additional affirmative action concerns unique to them.

The Affirmative Action Officer will assist covered applicants or employees or any managers who need advice regarding the specific ways that the Affirmative Action Plan affects disabled persons.

B. Covered Individuals

For purposes of coverage under this Affirmative Action/Equal Employment Opportunity Plan, a disabled individual is one who:

- 1) has a physical or mental impairment which substantially limits one or more major life activities,
- 2) has a record of such impairment which substantially limits a major life activity, or
- 3) is regarded (actual or perceived) as having an impairment that is not both transitory and minor (“regarded as”). A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

The term “physical or mental impairment” is defined as any physiological disorder or condition, cosmetic, disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. They also cover any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

An impairment need not prevent or severely or significantly limit a major life activity to be considered “substantially limiting.” Nonetheless, not every impairment will constitute a disability. The term “substantially limits” should be construed broadly in favor of expansive coverage to the maximum extent permitted by the terms of the ADA. The determination of whether an impairment substantially limits a major life activity requires an individualized assessment. The primary focus of the ADA is on whether discrimination occurred therefore, the determination of disability should not require extensive analysis. Although determination of whether an impairment substantially limits a major life activity as compared to most people will not usually require scientific, medical, or statistical evidence, such evidence may be used if

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appropriate. An individual need only be substantially limited, or have a record of a substantial limitation, in one major life activity to be covered under the first or second prong of the definition of “disability.”

The “major life activities” include but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, sitting, reaching, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, working, and operation of a major bodily function, including but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.

C. Self - Identification of Disabled Employees and Applicants

St. Lawrence County will take affirmative action with respect to those applicants or employees of whose disability the County has actual knowledge.

In order to include all qualified disabled individuals in the Affirmative Action/Equal Employment Opportunity Program,

St. Lawrence County shall invite all applicants and employees who believe they are disabled, as defined above, to identify themselves. Under all circumstances self - identification is to be made voluntary. There shall be no adverse treatment if an individual chooses not to participate in a self - identification survey.

All information regarding an individual's disabilities will be kept confidential by the Affirmative Action Officer and kept in files separate from personnel files. If an employee wishes to benefit from the Act or when a disabled applicant is hired, with his/her consent the information regarding the disability may be shared as follows:

- Supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and regarding necessary accommodations;
- First aid and safety personnel may be informed when and to the extent appropriate, if the condition might require emergency treatment;
- Government officials investigating compliance with affirmative action statutes shall be informed;
- These individuals must keep the information confidential.

St. Lawrence County will encourage all existing employees to participate in a self - identification survey so that records will be accurate. The Human Resources Director will make the survey forms available to all new employees, to all newly disabled employees, and to employees who wish to change their identification.

D. Reasonable Accommodations

Pursuant to Title III of the Americans with Disabilities Act, of July 1992, which states that if it is determined that an applicant is qualified to perform the essential functions of the job in question with some accommodations, such accommodation will be provided within reason. A qualified candidate will not be rejected for examination, appointment or promotion solely because some reasonable accommodation needs to be made to accommodate the limitations of the individual. If an applicant or employee cannot perform the job duties required even with accommodation, St. Lawrence County is not required to employ the individual in that position.

In order to assure reasonable accommodations it must be a shared responsibility. Therefore, it is important for the employee to let management know, as soon as possible, the type of reasonable accommodation(s) needed.

E. Retention of Workers Who Become Disabled

St. Lawrence County will make every effort to retain employees who acquire disabilities while in service. Before employees are terminated as being too disabled to continue work, the Human Resources Director will be informed so that every alternative opportunity can be examined before the employee actually leaves service.

PART VI
SYSTEMIC CONSIDERATIONS
IMPACTING ONGOING AFFIRMATIVE ACTION IMPLEMENTATION

St. Lawrence County will review and evaluate all personnel policies and procedures to assess their impact upon protected class representation in the agency work force. St. Lawrence County will develop procedures which provide for the routine interfacing of the Affirmative Action Officer/Human Resources Director, County Administrator, and Department Heads to assure that affirmative action considerations are continually part of the critical phases of St. Lawrence County's employment process.

St. Lawrence County will continue to explore the ways in which county and statewide policies, designed to improve the quality of work life, are connected to affirmative action efforts. Some areas for exploration include:

- a. Sexual harassment policies,
- b. Sexual preference issues,
- c. Flexible, remote, and part-time work opportunities,
- d. Family and Medical Leave Act enforcement,
- e. Americans with Disabilities Act as Amended enforcement,
- f. Drug free work place,
- g. Section 504 Compliance Policy.

St. Lawrence County will study equal opportunity/affirmative action laws and policies mandated by the Federal and State governments to ensure, to the best of our ability, that we are in compliance.

PART VII
DISCRIMINATION COMPLAINT PROCEDURE

A. Introduction

Equality of opportunity is a civil right in New York State. Every employee and applicant for employment has the right to seek employment and to be employed in a climate that is free from restraint, intimidation, harassment or coercion.

This complaint procedure has been devised to provide for uniformity and equity in the resolution of allegations of discrimination in employment. It will be well publicized throughout the departments of St. Lawrence County.

B. Purpose

This procedure has been designed to allow St. Lawrence County the opportunity to resolve complaints internally. It is in no way intended to duplicate or circumvent options available to claimants through any of the following:

- 1) employee organizations,
- 2) the New York State Division of Human Rights,
- 3) the Equal Employment Opportunity Commission,
- 4) U.S. Justice Department/Office for Civil Rights,
- 5) compliance agency designated under Section 503 of the Rehabilitation Act of 1973,
- 6) Office of Federal Contract Compliance Programs,
- 7) other regulating agencies as may be appropriate, and
- 8) the judicial system - use of this procedure will not suspend any time limitations for filing complaints otherwise set by Law, Rule or Regulation.

This procedure applies to all complaints of discrimination in employment based on race, color, national origin, creed, age, sex, sexual orientation, gender identity or expression, marital status, familial status, religion, mental or physical disabilities, military status, genetic predisposition or carrier status, arrest record or Vietnam Era Veteran status. Any employee or applicant for employment can use it. Complaints may be based on any alleged act or omission in the nature of discrimination including, but not limited to:

Interviewing	Shift Assignment	Hiring
Promotion	Job Assignment	Transfer
Discipline	Working Conditions	Dismissal
Performance Evaluations	Harassment (Race, Sex, Color, National Origin, Etc.)	
Training Opportunities	Agency policies and other terms/conditions of employment	

Each employee has the right to representation by his or her labor representative in the event that the complaint involves a possible violation of contract.

C. Definitions

Discrimination - unlawful consideration or treatment of a person or group (either intentional or unintentional) based on race, color, national origin, creed, age, sex, sexual orientation, gender identity or expression, marital status, familial status, religion, mental or physical disabilities, military status, genetic predisposition or carrier status, arrest record, or Vietnam Era Veteran status.

D. Discrimination in Employment

1. Situations where the failure or refusal to hire, promote or train any individual or otherwise treat the individual equally with respect to compensation, terms, conditions or privileges of employment would not have occurred but for race, color, national origin, creed, age, sex, sexual orientation, marital status, religion, mental or physical disabilities, military status, genetic predisposition or carrier status, arrest record, or Vietnam Era Veteran status.
2. Efforts to limit, segregate, or classify employees in such a way as to deprive or tend to deprive an individual of employment opportunities on the basis of the person's race, color, national origin, creed, age, sex, sexual orientation, gender identity or expression, marital status, familial status, religion, mental or physical disabilities, military status, genetic predisposition or carrier status, arrest record, or Vietnam Era Veteran status.

E. Discrimination in Employment Complaint Procedure

1. The Process:

- a. Any person with a complaint of discrimination should contact the St. Lawrence County Affirmative Action Officer Human Resources Director or the County Administrator. Complaints should be made within sixty (60) working days of the occurrence of the event, giving rise to the complaint. If the deadline is missed because of circumstances beyond the complainant's control, the Affirmative Action Officer will make the determination as to the reasonableness of requests and may extend the period to file to a maximum of one (1) year.
- b. The Affirmative Action Officer will advise the complainant, explain the internal procedure, explain the other options available to the employee including time limitations for filing complaints with State or Federal compliance agencies and assist in completing the complaint form (Attachment 3).
- c. The Affirmative Action Officer shall interview the complainant and study relevant documents.
- d. The Affirmative Action Officer shall interview witnesses and further investigate the situation. At each opportunity, the Affirmative Action Officer will seek conciliation or an informal settlement that is satisfactory to the parties concerned.
- e. The Affirmative Action Officer will discuss any remedies that are proposed with the County Attorney as to the appropriateness, feasibility, and legality of the remedies.

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- f. When the investigation is completed, the Affirmative Action Officer shall prepare a written report including recommendations (as reviewed by the County Attorney) for the County Administrator.
- g. The County Administrator shall issue the final decision and recommendations in writing to the parties concerned.
- h. The County Administrator's decision is final. If the complainant is not satisfied with the attempts to resolve the problem, the claimant may seek remedy through other sources.
- i. At any point in the procedure, the claimant may withdraw the charge by submitting a written statement to the Affirmative Action Officer.

2. **Time Frame:**

The Affirmative Action Officer will submit a written report including recommendations within forty - five (45) working days beginning from the date on which the written complaint is filed. The County Administrator shall reach a decision and provide written recommendations to all parties within fifteen working days. Any of the time limits may be waived for good reason by the written mutual consent of the parties.

3. **Confidentiality:**

The substance of the investigation will remain confidential. No party or staff member shall disclose the results of the investigation or parts thereof. When warranted, the Affirmative Action Officer will inform all charged parties of the factual allegations and give them an opportunity to respond to all charges and evidence.

4. **Accessibility:**

St. Lawrence County will provide such assistance as may be necessary to enable a complainant to understand and participate in the complaint process. This may include sign language interpreters, wheelchair attendants, Braille copiers, sound amplification equipment or foreign language interpreters.

5. **Retaliation:**

Any employees who participate in the procedure may do so without fear of retaliation. It will be made clear that retaliation against an employee who has filed a discrimination complaint will result in disciplinary action.

6. **Outcomes:**

The outcome of an investigation is either dismissal of the complaint or remedial action. The complainant will be notified in writing of the outcome.

7. **Follow-up:**

The Affirmative Action Officer will maintain a log and file of complaints received. Six weeks from the date of a decision under paragraph 1g above, the Affirmative Action Officer will determine whether the County Administrator's directives have been carried out, or whether the case needs to be re - opened. The findings will be reported to the County Administrator for appropriate action or closure

8. **Record Keeping:**

The County will keep a record of the status and determination of all complaints for at least three years. Cases that are unresolved and/or subject to external reviews will be maintained indefinitely or until they are resolved. The record copy of these complaints, reports or investigation and decisions rendered, will be kept in the Human Resources Department, but segregated from the individual's official personnel record. This should not be construed to indicate that records of disciplinary actions will be excluded from the official personnel records of those concerned.

F. **Section 504 and Title VI Grievance Complaint Procedure**

1. **The Process:**

It is the policy of St. Lawrence County not to discriminate on the basis of disability. St. Lawrence County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act or Title VI. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Jason Pfothenauer, Director of Planning 315-379-2292, who has been designated to coordinate the efforts of St. Lawrence County to comply with Section 504 and Title VI. Any person who believes she or he has been subjected to discrimination on the basis of disability in any program or activity receiving Federal financial assistance at St. Lawrence County may file a grievance under the procedure established under the Title VI Plan. The Title VI Plan and complaint form can be obtained from the SLC website www.stlawco.org under the Human Resources Department tab or by calling the SLC Planning Department at 315-379-2292.

2. **Retaliation:**

It is against the law for St. Lawrence County to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Any employees who participate in the procedure may do so without fear of retaliation. It will be made clear that retaliation against an employee who has filed a discrimination complaint will result in disciplinary action.

**PART VIII
TRAINING**

A. Statement of Commitment to Training

Affirmative action training of all employees is a necessary element in the implementation of the County's Affirmative Action/Equal Employment Opportunity Program. The administration of St. Lawrence County is committed to affirmative action training as a means of providing managers and supervisors with the skills needed to work effectively with a widely diverse representative work force. All employees will have access to information on Affirmative Action/Equal Employment Opportunity and their rights and responsibilities in these matters.

B. Purpose

The purpose of the training program is to develop knowledge and understanding of affirmative action and the reason for its existence in the public sector. The training component has the following goals:

- to provide historical information on AA/EEO and their function in the public sector;
- to expand the knowledge of the AA/EEO legal processes and their application in the work environment;
- to develop understanding of AA/EEO principles, goals and objectives in the public sector;
- to identify the County's specific affirmative action goals and their impact on County functions and overall mission;
- to increase human awareness and sensitivity towards AA/EEO issues;
- to increase employees' understanding of the need for AA/EEO principles and programs.

C. Assignment of Responsibility for Training

Responsibility for the overall program coordination and implementation is assigned to the Affirmative Action Officer (Human Resources Director). They are responsible for the appropriateness and accuracy of curriculum content, and for establishing training priorities so that the affirmative action training supports the overall Affirmative Action/Equal Employment Opportunity Plan.

The Human Resources Director will provide training to Department Heads and Department Heads will be responsible for the provisions of training and the logistics involved in scheduling and presenting training programs throughout the County with the minimum disruption of everyday County operations.

PART IX
ANNUAL REPORT ON AFFIRMATIVE ACTION ACTIVITIES
OF ST. LAWRENCE COUNTY

An annual report shall be prepared by the Affirmative Action Officer, subject to review and revision by the County Administrator. Separate reports may include as applicable:

- Affirmative Action goals accomplished that year – goal identification will be a continuing process.
- An organizational profile (which is a workforce analysis showing a breakdown of job titles in applicable collective bargaining agreements ranked from lowest to highest paid within each department, in order of salary ranges. For each job title the total number of incumbents and the number of male and female incumbents and the number of employees in each minority group)
- Job group analysis (jobs with similar content, wage rates, and opportunities combined)
- Placement of incumbents in job groups (states percentage of minorities and women available for employment in a given job group).
- Determination of availability (availability of minorities and women with the required skills for each job group by considering the following factors for determining the percentages :
 - Census data – to determine external availability in the recruiting area
 - Comparison of incumbency to availability – comparison of the percentage of minorities and women placed in each job group with the availability/census data.
- Placement goals – establish a percentage annual placement goal equal to the available numbers of a specific group in which the percentage of minorities and women employed in a particular job group is less than would be expected given their availability in that job group. (not meant to be quotas or establish preferences for one group or to supersede merit selection principles).

PART X
GOALS/ONGOING INITIATIVES
ACTION ORIENTED PROGRAMS

The goals of the St. Lawrence County (SLC) Affirmative Action/Equal Employment Opportunity Plan integrate considerations into the routine personnel operations of SLC. These considerations are fluid, voluntary, good faith objectives designed to foster diversity and inclusion in accordance with the County values and organizational mission, applicable New York State and Federal Law, and existing personnel policies and practices. The highlights of the established goals and ongoing practices include but are not limited to:

Goals/Initiatives

A. Policy and Procedures

- Provide all applicants and employees who have a disability an equal opportunity in competing, obtaining and retaining employment.
- Ensure compliance with County policy and applicable disability rights law.
- Revise policies where appropriate
- Provide employment benefit information to all employees.
- Ensure an Equal Opportunity Employer statement is on examination announcements, employment application and in advertisings.
- Ensure the SLC Discrimination Complaint Procedures is on the Human Resources website under: Affirmative Action/EEO Plan.
- Ensure benefits and compensation, personnel practices and procedures, training and other employment practices are non-discriminatory and are in compliance with current legal and regulatory requirements.
- Engage in an interactive process with any employee or applicant requesting an accommodation in order to determine an appropriate accommodation for their disability as defined by Federal or New York State law.

B. Recruiting/Promotional Opportunities

- Ensure Job Postings and Civil Service Exam announcements are distributed to all County Departments, SLC public agencies, and are also available on the SLC County website.
- Encourage individual departments to participate in career information programs within the community and to consider alternative recruitment sources for the purpose of reaching a diverse group of applicants.
- Provide a tuition assistance program to SLC County employees for their continuing education in an effort to increase the opportunity for upward mobility.

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- Ensure career ladders are in place within Civil Service Law that permits the movement of capable lower level employees to higher classes through demonstrated merit and fitness. The elimination of unnecessary barriers in the form of non-related qualification requirements for the higher level classes is reviewed by the Classification section within the Human Resources Department.
- Provide trainees and paraprofessional positions with minimum qualifications commensurate with duties and responsibilities for employee development purposes.
- Utilize Civil Service Law Section 52 in Exams, when applicable, to allow employees who have held the position for at least two years in the non-competitive class the opportunity to compete in promotional examinations.
- Utilize Civil Service Law Section 55, when appropriate, to support applicants with disabilities in testing and interviewing for SLC County employment.
- Partner with One Stop Career Center which is located in the St. Lawrence County Human Services building and provides economic vitality of our county by building and maintaining a quality workforce development system that strengthens and provides economic, educational, and developmental opportunities for all citizens and employers.
- Provide additional credits on examinations can be awarded to successful candidates who have established veteran status in accordance with Civil Service Law.
- Ensure seniority credits are added to the scores of passing candidates in accordance with Civil Service Law for promotional exams.
- Partner with SLC Veterans Service Department which is a dedicated County resource for assisting Veterans in education and employment opportunities.
- Utilize intern and trainee programs to increase the County's efforts to build a diverse workforce of knowledge, skills and abilities.
- The physical and mental job qualifications identified for all County jobs are governed by the provisions of New York State Civil Service law. Review qualifications to ensure job qualification requirements are job-related and consistent with County necessity and safety.

C. Staff Development/Employee Relations

- Provide SLC Leadership a training day each year to improve management skills. Affirmative Action/EEO, Diversity and Inclusion, Sexual Harassment, Hostile Work Environment and Workplace Violence, and Ethics are among the topics provided.
- Provide SLC Department Heads with a leadership track education series each year through a program such as "ThinkHR" comprised of practical courses designed to increase supervisory awareness of their expectation, roles and responsibilities.
- Provide formal and informal dispute resolution for SLC employees by the Human Resources on an as needed basis.
- Investigate formal complaints of discrimination in a timely manner and responds with findings or recommendations within the timeframe prescribed in the County complaint procedure.

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- Review information from exit interviews on an ongoing basis to improve retention.
- Increase job satisfaction and aid retention by providing transfer opportunities within the County departments.

Attachment 1

**St. Lawrence County's
Accommodation Request Form**

Date: _____

Name: _____

Phone: _____

Address: _____

Identify your disability:

Identify your accommodation ideas:

Please have your medical provider complete a "Medical Inquiry Form" (Attachment #2 of the AA/EEO Plan) and return it along with this form to your Department Head or Human Resources.

Signature _____

Date form received: _____

Signature of person receiving form: _____

Attachment 2

Medical Inquiry Form

A. Questions to help determine whether an employee has a disability.

For reasonable accommodation under the ADA, an employee has a disability if he or she has an impairment that substantially limits one or more major life activities or a record of such an impairment.

Does the employee have a physical or mental impairment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

If yes, what is the impairment or the nature of the impairment?

Answer the following question based on what limitations the employee has when his or her condition is in an active state and what limitations the employee would have if no mitigating measures were used. Mitigating measures include things such as medication, medical supplies, equipment, hearing aids, mobility devices, the use of assistive technology, reasonable accommodations or auxiliary aids or services, prosthetics, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, and physical therapy. Mitigating measures do not include ordinary eyeglasses or contact lenses.

Does the impairment substantially limit a major life activity as compared to most people in the general population?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Describe the employee's limitations when the impairment is active.

What major life activity(s) (includes major bodily functions) is/are affected?

- | | | | | |
|--|--|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Bending | <input type="checkbox"/> Hearing | <input type="checkbox"/> Reaching | <input type="checkbox"/> Speaking | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Breathing | <input type="checkbox"/> Interacting With Others | <input type="checkbox"/> Reading | <input type="checkbox"/> Standing | <input type="checkbox"/> Other: (describe) |
| <input type="checkbox"/> Caring For Self | <input type="checkbox"/> Learning | <input type="checkbox"/> Seeing | <input type="checkbox"/> Thinking | |
| <input type="checkbox"/> Concentrating | <input type="checkbox"/> Lifting | <input type="checkbox"/> Sitting | <input type="checkbox"/> Walking | |
| <input type="checkbox"/> Eating | <input type="checkbox"/> Performing Manual Tasks | <input type="checkbox"/> Sleeping | <input type="checkbox"/> Working | |

What Major bodily function(s) is/are affected?

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Bladder | <input type="checkbox"/> Digestive | <input type="checkbox"/> Lymphatic | <input type="checkbox"/> Reproductive |
| <input type="checkbox"/> Bowel | <input type="checkbox"/> Endocrine | <input type="checkbox"/> Musculoskeletal | <input type="checkbox"/> Respiratory |
| <input type="checkbox"/> Brain | <input type="checkbox"/> Genitourinary | <input type="checkbox"/> Neurological | <input type="checkbox"/> Special Sense Organs & Skin |
| <input type="checkbox"/> Cardiovascular | <input type="checkbox"/> Hemic | <input type="checkbox"/> Normal Cell Growth | <input type="checkbox"/> Other: (describe) |
| <input type="checkbox"/> Circulatory | <input type="checkbox"/> Immune | <input type="checkbox"/> Operation of an Organ | |

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B. Questions to help determine whether an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed:

What limitation(s) is interfering with job performance?

What job function(s) is the employee having trouble performing because of the limitation(s)?

How does the employee's limitation(s) interfere with his/her ability to perform the job function(s) of employment?

C. Questions to help determine effective accommodation options.

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to improve job performance?

How would your suggestions improve the employee's job performance?

D. Other questions or comments.

Medical Professional's Signature

Date

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Attachment 3 (page 1)

AFFIRMATIVE ACTION DISCRIMINATION COMPLAINT FORM

The purpose of this form is to record information required to initiate an investigation into an alleged violation of St. Lawrence County's Affirmative Action Policy. All reasonable efforts will be made to maintain the confidentiality of the parties involved during the complaint procedure.

It is unlawful to retaliate against an employee or any other person for filing a complaint or for cooperating in an investigation of a complaint. All parties to a complaint may have a personal advisor/union representative assist them throughout the process.

Date Filed: _____ Date(s) of Alleged Discrimination: _____

A. Check One: Employee Applicant

B. Name (Print): _____ Department: _____

C. Type of alleged discrimination or act (please check applicable category):

- | | |
|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Color | <input type="checkbox"/> Familial Status |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Mental/Physical Disability |
| <input type="checkbox"/> Age | <input type="checkbox"/> Military Status |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Genetic Predisposition or Carrier Status |
| <input type="checkbox"/> Gender Identity or Expression | <input type="checkbox"/> Arrest Record |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Vietnam Era Veteran Status |
| <input type="checkbox"/> Religion/Creed | <input type="checkbox"/> Other |

D. Name of individual(s) you believe discriminated against you: _____

E. List any witnesses: _____

F. Description of Complaint - please list the sequence of events, including dates, if possible, and any relevant facts and statements: _____

(If additional writing space is needed, please attach additional sheets)

To the best of my knowledge and belief, the above information is complete, true and accurate. I hereby submit this complaint under the St. Lawrence County Affirmative Action Complaint Procedure.

Signature of Complainant: _____

Date: _____

Attachment 3 (page 2)

AFFIRMATIVE ACTION DISCRIMINATION COMPLAINT FORM

Complaint Received by (Name/Title): _____

Date Received: _____

The AAO provided the final written Report of Investigation for St. Lawrence County
Affirmative Action Complaint # _____ to St. Lawrence County Administrator.

St. Lawrence County Affirmative Action Officer (Print and Sign Name)

4 Copies:

1. County Administrator (Original)
2. Director of Human Resources
3. County Attorney
4. Department Head

May 2, 2022

Operations Committee: 3-21-2022

RESOLUTION NO. _____ - **TABLED**

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT ESTABLISHING
THE OSWEGATCHIE RIVER ADVISORY COUNCIL**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County was involved in settlement negotiations regarding relicensing various dams on the Oswegatchie River that were owned by Erie Boulevard Hydropower, L.P., and

WHEREAS, the Chair of the St. Lawrence County Board of Legislators signed the Settlement Agreement in February 2011, and

WHEREAS, the Settlement Agreement called for the establishment of an Oswegatchie River Advisory Council, to be composed of organizations representing various stakeholder interests regarding the Oswegatchie River, and

WHEREAS, the NYS Department of Environmental Conservation was directed in the Settlement Agreement to establish the Oswegatchie River Advisory Council, and

WHEREAS, in March 2022, the NYS Department of Environmental Conservation published a document titled "Establishment of the Oswegatchie River Advisory Council, and

WHEREAS, as a signatory of the original Settlement Agreement, the County is being asked to agree to establish the Advisory Council,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Legislators authorizes the Chair to sign an agreement authorizing the establishment of the Oswegatchie River Advisory Council, upon approval of the County Attorney.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Fish and Wildlife, Region 6

Dulles State Office Building, 317 Washington Street, Watertown, NY 13601-3787

P: (315) 785-2263 | F: (315) 785-2242

www.dec.ny.gov

March 3, 2022

Subject: **Establishment of the Oswegatchie River Advisory Council**

The Oswegatchie River Project Offer of Settlement dated January 21, 2011, and filed on February 18, 2011, for the Federal Energy Regulatory Commission (FERC) Project No. 2713 owned and operated by Erie Boulevard Hydropower, L.P. (a partner of Brookfield Renewable Partners, L.P.) established a River Management Fund. Section 4.2 of the Offer of Settlement specifically states the following:

“Within 12 months of license issuance, the Licensee, in consultation with the Settlement Parties, agrees to establish a River Management Fund (Fund). Following establishment of the Fund, the Licensee will contribute \$2,000 per year escalated by 2% annually) to the Fund for the term of the License. The Fund may be used for projects, studies, or services, designated by majority vote of the signatories to this Offer of Settlement, for any of the following purposes: ecosystem restoration and protection, natural resource stewardship, public education, applied research or development necessary to accomplish these projects and provide these services, new recreation resources, and additional public access to outdoor recreational resources not currently agreed to by the Parties.”

In order to keep abreast of changing conditions that may affect river flows and management objectives, and as a signatory to the Offer of Settlement, the New York State Department of Environmental Conservation (NYSDEC) is hereby proposing to create an Oswegatchie River Advisory Council (ORAC) to be representative of the various interests in the Oswegatchie River corridor. Precedence for the creation of the ORAC has been established by the creation of the Beaver River Advisory Council (Beaver River Project, FERC No. 2645, Settlement Offer dated February 7, 1995 [Amended March 8, 1995]), the Black River Advisory Council (Black River Project, FERC No. 2569, and Bebee Island Project, FERC No. 2538, Settlement Offer dated September 14, 1995), the Raquette River Advisory Council (Raquette River Projects, FERC Nos. 2060, 2084, 2320, and 2330, Settlement Offer dated March 13, 1998) and the West Branch St. Regis River Advisory Council (West Branch St. Regis River Projects, FERC Nos. 10461 and 10462, Settlement Offer dated August 9, 2001).

The Oswegatchie River Advisory Council and Fund

1. Oswegatchie River Advisory Council

At a minimum, the following entities shall be initially invited to form, via designating a representative to serve on, the Oswegatchie River Advisory Council (ORAC), with service being conditioned on those entities listed being signatories to the Offer of Settlement dated January 21, 2011:

- New York State Department of Environmental Conservation (NYSDEC)
- Erie Boulevard Hydropower, L.P., its successors, and assigns (Erie)
- United States Fish & Wildlife Service (USFWS)
- National Park Service (NPS)
- New York Council of Trout Unlimited (NYTU)
- St. Lawrence County (SLC)
- Clifton-Fine Economic Development Corp, 5 Ponds Subcommittee (CFEDC)
- Adirondack Park Agency (APA)
- Adirondack Mountain Club (ADK)

The NYSDEC will chair the ORAC.

The ORAC will exist and function in accordance with By-Laws and Rules of Procedure to be adopted by the ORAC, with same to be modeled on the By-Laws and Rules of Procedure being put into place by the Beaver River Advisory Council (BRAC 1), the Black River Advisory Council (BRAC 2), the Raquette River Advisory Council (RRAC), and the West Branch St. Regis River Advisory Council (SRRAC) following the settlements reached on various FERC terms and conditions for the Beaver River Project, FERC No. 2645, Settlement Offer dated February 7, 1995 [Amended March 8, 1995], the Black River Project, FERC No. 2569, and the Bebee Island Project, FERC No. 2538, Settlement Offer dated September 14, 1995, the Raquette River Projects, FERC Nos. 2060, 2084, 2320, and 2330, Settlement Offer dated March 13, 1998, and the West Branch St. Regis River Projects, FERC Nos. 10461, and 10462, Settlement Offer dated August 9, 2001.

2. Oswegatchie River Fund

The Oswegatchie River Fund (ORF) may be used within the Oswegatchie River basin [the Oswegatchie River downstream of the dam at Cranberry Lake and the confluence with the St. Lawrence River, between River Mile 0 and approximately River Mile 111.3, as measured from the confluence with the St. Lawrence River and within one (1) mile of the river bank; see Figure 1.0] for projects, studies, or services, designated by majority vote of the signatories to this Offer of Settlement, for any of the following purposes: ecosystem restoration and protection, natural resource stewardship, public education, applied research or development necessary to accomplish these projects and provide these services, new recreation resources, and additional public access to outdoor recreational resources not currently agreed to by the Parties. Priority for the ORF disbursements will be accorded to proposals from/concerning/in those towns and villages in which the licensee's hydroelectric generating facilities are located.

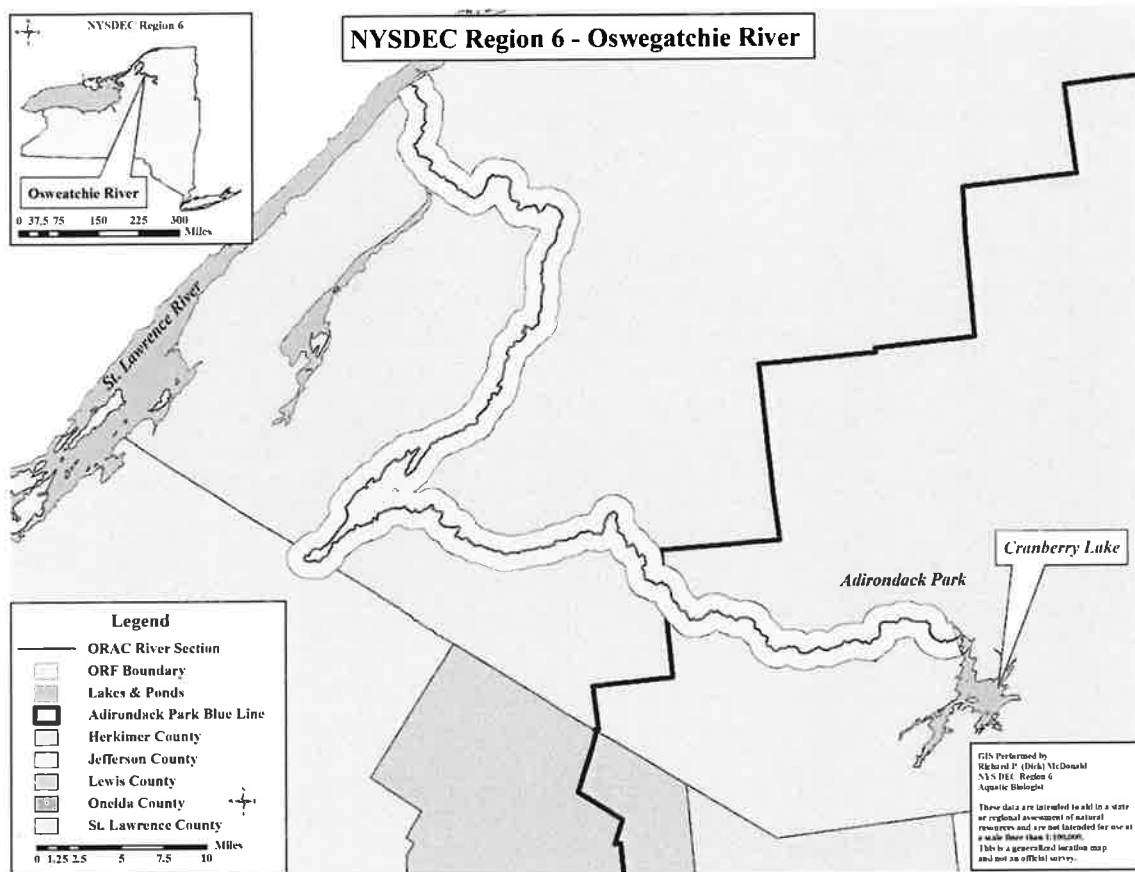


Figure 1.0 Oswegatchie River Fund (ORF) Boundary

The ORF is not intended for any of the parties to carry out any obligations under the FERC licenses or any amendment thereto. Furthermore, the ORF is not intended for any person or party to discharge any legal or statutory obligations.

After the passage of one year following surrender or expiration, without annual license issuance, of the new FERC License or the later of FERC Project No. 2713, available funds accumulated and not otherwise obligated, inclusive of interest, shall revert to the licensee.

The ORF will be administratively managed by the licensee and distributed according to the criteria above and a majority vote of the ORAC.

The ORAC and the ORF can be expanded to include other hydroelectric facilities on the Oswegatchie River as they undergo the FERC process for license issuance, or by majority vote of the ORAC, provided the facilities contribute in kind to the ORF and each licensee will be responsible for maintaining and managing their own account of their contributions. Each contributing licensee will be assigned an individual tracking number (e.g., Brookfield ORF-1, Natural Dam ORF-2, ... etc.) to aid in the accounting and managing of their contributions to the ORF.

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: Adirondack Mountain Club

By: _____

Title: _____

Date: _____

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: Adirondack Mountain Club

By: _____

Title: _____

Date: _____

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: Adirondack Park Agency

By: _____

Title: _____

Date: _____

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: Clifton-Fine Economic Development Corp,
5 Ponds Subcommittee

By: _____

Title: _____

Date: _____

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: Erie Boulevard Hydropower, L.P.

By: _____

Title: _____

Date: _____

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: St. Lawrence County

By: _____

Title: _____

Date: _____

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: New York State Department of Environmental Conservation

By: _____

Title: _____

Date: _____

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: New York State Council of Trout Unlimited

By: _____

Title: _____

Date: _____

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: U.S. Department of the Interior,
U.S. Fish and Wildlife Service

By: _____

Title: _____

Date: _____

**Establishment of the
Oswegatchie River Advisory Council (ORAC)
Oswegatchie River Project (FERC No. 2713)**

Organization: U.S. Department of the Interior,
National Park Service

By: _____

Title: _____

Date: _____