

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 SHERIDAN
Chair, Board of Legislators

TO: St. Lawrence County Legislators and Other Interested People
FROM: Kelly S. Bigwarfe, Deputy Clerk
DATE: August 12, 2022
SUBJECT: **SPECIAL BOARD MEETING AGENDA**

Attached is a copy of the agenda for the Special Board Meeting of the St. Lawrence County Board of Legislators on **Monday, August 15, 2022**, in the Legislative Board Room.

When any reference is made to any contracts not set forth in the agenda, the original documents are available for inspection by any and all persons and are filed in the Clerk of the Board of Legislators' Office.

Order of Business:

- I. Call to Order
- II. Suspension of the Rules
- III. Roll Call
- IV. Approval of the Agenda
- V. Presentation of Resolutions
- VI. Chair's Appointments
- VII. Adjournment

If you have a disability and need accommodations, please call the Board of Legislators Office at (315) 379-2276 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

August 15, 2022

Operations Committee: 8-8-2022

RESOLUTION NO. _____

**AUTHORIZING ADDITIONAL CORRECTION OFFICER POSITIONS
IN THE ST. LAWRENCE COUNTY CORRECTIONAL FACILITY**

By Mr. Acres, District 8

WHEREAS, the New York State Commission of Corrections mandates staffing for correctional facilities and has identified fifty-six (56) officers as the minimum for the St. Lawrence County Correctional Facility, and

WHEREAS, the current make up of available staff to schedule is at a critical level which has required scheduling adjustments among other strategies to ensure all shifts are adequately staffed to ensure inmate and officer safety, and

WHEREAS, since the facility opened in 2009, the County has been able to function adequately with fifty-six (56) officers, and part-time correction officers to model this is no longer feasible, and

WHEREAS, upon recommendation of the Sheriff and County Administrator, an increase in full-time Correction Officers is warranted with five (5) vacant part-time Correction Officer being abolished to assist in absorbing the cost of additional full time positions, and these positions will be reviewed annually,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes filling the following vacancies:

<u>Department/Unit:</u>	<u>Title:</u>	<u>Position</u>	<u>Type</u>	<u>Duration</u>	<u>Timeline</u>
Sheriff's Office	Correction Officer*	603000078	FT	Permanent	Immediate
Sheriff's Office	Correction Officer*	603000079	FT	Permanent	Immediate
Sheriff's Office	Correction Officer*	603000080	FT	Permanent	Immediate

*new position

BE IT FURTHER RESOLVED that Position Nos. 603000033, 603000065, 603000077, 603000062, and 603000073, Part-time Correction Officers, be abolished in the Sheriff's Office, and

BE IT FURTHER RESOLVED that the Sheriff is authorized to fill the positions as provided for in the resolution.

St. Lawrence County Vacancy Authorization Form

Sheriff's Department



Type: Create & Fill

Correction Officer

Subunit (If Applicable): Jail

Date Submitted: August 09, 2022

Reason Vacated: New Position

Position Number: 603000078

Date Vacated:

Position # Abolished: 603000033, 603000062

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$26,454

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

Base Salary: \$47,172

Budget Mod Attached, If Required?

Grade: Base

Net County Cost: \$73,626

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.

Part-time Correction Officer, Position Nos. 603000033 and 603000062, will be abolished.

Due to State mandates of the number of Correction Officers required for the County jail, and that there has been no interest in part-time Correction Officer positions at this time, the Board of Legislators authorized the Sheriff to abolish five (5) part-time Correction Officer positions and create and fill three (3) full-time Corrections Officer positions, bringing the staffing levels to 61.

Department Head:

Brooks J. Bjornke

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff's Department



Type: Create & Fill

Correction Officer

Subunit (If Applicable): Jail

Date Submitted: August 09, 2022

Reason Vacated: New Position

Position Number: 603000079

Date Vacated:

Position # Abolished: 603000065 and 603000073

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$26,454

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

Base Salary: \$47,172

Budget Mod Attached, If Required?

Grade: Base

Net County Cost: \$73,626

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.

Part-time Correction Officer, Position Nos. 603000065 and 603000073, will be abolished.

Due to State mandates of the number of Correction Officers required for the County jail, and that there has been no interest in part-time Correction Officer positions at this time, the Board of Legislators authorized the Sheriff to abolish five (5) part-time Correction Officer positions and create and fill three (3) full-time Corrections Officer positions, bringing the staffing levels to 61.

Department Head:

Brooks J. Bjornke

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff's Department



Type: Create & Fill

Correction Officer

Subunit (If Applicable): Jail

Date Submitted: August 09, 2022

Reason Vacated: New Position

Position Number: 603000080

Date Vacated:

Position # Abolished: 603000077

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$26,454

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

Base Salary: \$47,172

Budget Mod Attached, If Required?

Grade: Base

Net County Cost: \$73,626

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.

Part-time Correction Officer, Position No. 603000077, will be abolished.

Due to State mandates of the number of Correction Officers required for the County jail, and that there has been no interest in part-time Correction Officer positions at this time, the Board of Legislators authorized the Sheriff to abolish five (5) part-time Correction Officer positions and create and fill three (3) full-time Corrections Officer positions, bringing the staffing levels to 61.

Department Head:

Brooks J. Benjamin

Approved?

Yes No

County Administrator:

Resolution #: