

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*  
Amy E. Sayegh *Deputy Chair*  
Diane Schonfeld *Clerk*  
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

AGENDA

PERSONNEL COMMITTEE MEETING  
TO BE HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512

Members: Chairman Jonke, Legislators Castellano & Nacerino

Tuesday

December 12, 2023

(Immediately Following the 6:30p.m. Rules Meeting)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/Personnel Committee Meeting Minutes – October 16 & November 14, 2023
4. Approval/Local Law Establishing the 2024 Salary of Certain Elected Officials Serving for Fixed Terms
5. Approval/Local Law Establishing the 2024 Salaries of Certain Appointed Officers Serving for Fixed Terms
6. Approval/ 2024 Salaries for Officers and Employees Paid from County Funds
7. Approval/ Fund Transfer 23T396/ To Properly Allocate To Cover Overtime Expenses Thru through the End of the Year for the Department of Public Works (DPW) / DPW Commissioner Thomas Feighery
8. Approval/ Fund Transfer 23T454/ Reclass in the Department of Real Property Two (2) Positions from Assessment Clerk to Office Assistant Effective November 1, 2023/ Director of Real Property Trish McLoughlin

- 9. Approval/ Fund Transfer 23T459/ Funds to Cover Overtime for the County's 911 Dispatch Center for the remainder of December 2023/ Bureau of Emergency Services Commissioner Robert Lipton**
- 10. Approval/ Fund Transfer 24T001/ Reclass Caseworker Position to Sr. Caseworker Position/ The Department of Social Services/ Commissioner of Department of Mental Health, Social Services and Youth Bureau Sara Servadio**
- 11. Approval/ Budgetary Amendment 24A001/ NYS Department of Health Public Health Infrastructure Workforce and Data Systems Grant/ New Position Contingent on Renewal of the Grant Beyond 11/30/2027/ Senior Fiscal Manager William Orr**
- 12. FYI/ Accident Report**
- 13. FYI/ Incident Report**
- 14. Other Business**
- 15. Adjournment**

Personnel  
Meeting  
#3

**PERSONNEL COMMITTEE MEETING**  
**40 Gleneida Avenue Room #318**  
**Carmel, NY 10512**

**Committee Members: Chairman Jonke, Legislators Castellano & Nacerino**

**Tuesday**

**November 14, 2023**

**(Immediately Followed 6:00p.m. Special Full and the 6:30p.m. Health Mtg.)**

The meeting was called to order at 7:59PM by Chairman Jonke who requested Legislator Castellano lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

**Item #3 - Acceptance/Personnel Committee Meeting Minutes – September 7, 2023**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 - Approval/ Appointment of Commissioner of DSS, Mental Health & Youth Bureau/  
Sara Servadio/ County Executive Kevin Byrne**

Chairman Jonke stated he would like to begin this item by stating the Administration went through a very thorough process to select the new Commissioner of DSS, Mental Health & Youth Bureau. He stated that he has been told that Sara Servadio (Sara) rose above all of the other candidates. He stated Putnam County has been fortunate to have Sara working with the Former Commissioner Mike Piazza as his Deputy Commissioner for the past two (2) years. He stated it was an honor to be in attendance at Mike Piazza's retirement party, November 9<sup>th</sup>, and listen to his colleagues in the County and the State speak to their respect for Commissioner Piazza and their appreciation for having had the opportunity to work with him.

Legislator Nacerino stated she is honored to cast her vote in support of Sara's appointment. She stated Mike Piazza certainly left some big shoes to fill, but she believes Sara is up to the task. She stated she wishes her a long and happy career in Putnam County.

Legislator Castellano stated that he had reviewed Sara's resume and was very impressed. He stated it has been a pleasure working with her over the past couple of years. He stated Mike Piazza has spoken very highly of Sara and he was very much in support of this decision.

Legislator Addonizio stated everyone speaks very highly of Sara and the work she does. She stated she is proud to support this appointment.

Legislator Sayegh expressed appreciation of the County Executive for inviting her to be involved in the interview process. She stated there were amazing candidates. She stated for her and everyone involved Sara was the best candidate for the position. She stated it was a challenging interview, it was lengthy and there was a lot of information requested of the candidates. She stated above and beyond her interview, she as Chair of the Health, Social, Educational & Environmental Committee, has worked with Sara. She stated Sara is knowledgeable, engaged, and considerate. She stated she believes Sara will be a great addition to the Putnam County team and will lead the department into the next generation.

Legislator Ellner stated he had a constituent crisis that Sara assisted him with, and she did a great job. He believes she is the right person for the job, and he will give his full support for this appointment.

Deputy County Executive Jim Burpoe stated he was a member of the interview committee and Sara took it to the next level. He stated Mike Piazza said it best, at his retirement party. He stated Mike told everyone who was present that he felt so relieved that he could retire knowing that Sara was taking the helm to run things. He stated Sara is already developing new programs and things in support of the residents of Putnam County. He stated the Administration looks forward to the Legislature's confirmation and to working with Sara Servadio in the position of Commissioner of DSS, Mental Health & Youth Bureau.

Personnel Officer Eldridge stated having been involved in many, many interviews over many, many years he told Sara that hers was one of the best interviews and she was one of the best people interviewed that he has been a part of in the 46 years he has worked for Putnam County.

Chairman Jonke stated that is some high praise.

Chairman Jonke made a motion to Approve the Appointment of Sara Servadio as Putnam County Commissioner of DSS, Mental Health & Youth Bureau; Seconded by Legislator Nacerino. All in favor.

**Item #5 – Approval/Financial Disclosure List for the Year 2024 Filing Recommended by the Putnam County Personnel Officer Pursuant to Code Section 55-7/ Personnel Officer Paul Eldridge**

Personnel Officer Eldridge stated this matter is addressed annually in December. He stated the new Financial Disclosure Forms will go out by January 15, 2024.

Chairman Jonke stated this list includes the names of each person that is required to file a Financial Disclosure Form.

Chairman Jonke made a motion to Approve the Financial Disclosure List for the Year 2024 Filing Recommended by the Putnam County Personnel Officer Pursuant to Code Section 55-7; Seconded by Legislator Nacerino. All in favor.

**Item #6 - Discussion/ New Position, Mental Health Outreach Worker – FY23 Implementing Crisis Intervention Teams- Community Policing Development Solicitation Grant/ Sheriff Kevin McConville & Deputy Commissioner DSS, Mental Health & Youth Bureau Sara Servadio**

Sheriff Kevin McConville stated he and Deputy Commissioner DSS, Mental Health & Youth Bureau Sara Servadio appeared in front of the Protective Services Committee on May 17, 2023 and presented information about Co- Responder Teams which consist of a Deputy Sheriff, a highly trained Mental Health Clinician that would work under the auspices of the Mental Health Commissioner. He stated the purpose is to assist the Sheriff's Department in addressing and dealing with the mental health issues they are faced with on a day-to-day basis. He stated in these cases not every individual needs to be brought to the hospital. He stated he would like to correct what was mentioned in the earlier Health Committee meeting. He stated the hospitals do not do follow up work. He stated the goal of this Co-Responder is to address and mitigate the issue immediately and then provide services forthwith to address and follow up with the individual suffering from the crisis. He stated he is pleased this committee has approved Sara Servadio's appointment, pending the Full Legislature's approval, because she certainly has the skills knowledge, abilities and the work ethic. He stated he has been working with Deputy Commissioner Servadio since 11:00a.m. that morning. He stated they are working with the committee they have put together for persons in crisis. He stated the establishment of the Co-Responder Team will go a long way towards addressing these needs immediately as opposed to three, four or five days later.

Deputy Commissioner DSS, Mental Health & Youth Bureau Sara Servadio stated the new position, specifically for law enforcement, will be titled Mental Health Outreach Worker. She stated they are looking for an individual who has experience in outreach work in a community, has experience working with law enforcement and knowledge of outreach and providers in the in-patient psychiatric world. She stated the candidate will be hired through the Mental Health Office utilizing grant funding. She stated the individual employee will be housed in the Sheriff's Office and riding with the identified trained Deputy with clinical oversight from her.

Sheriff Kevin McConville stated on November 2, 2023, the County was awarded \$400,000. He explained it is a 100% Federally Funded Grant, with a grant period of two (2) years beginning October 1, 2023, through to September 30, 2025. He stated the funding will be used to support these matters.

Legislator Nacerino stated this is great news. She stated this is a partnership between Mental Health professionals and law enforcement that has been recognized as a necessity for many years.

Legislator Sayegh stated a portion of the \$400,000 will be used to pay for the new position, Mental Health Outreach Worker salary. She questioned what else will the funds be used for.

Deputy Commissioner DSS, Mental Health & Youth Bureau Sara Servadio explained there are other costs that will be covered by the grant funds: equipment, electronics, cell phones, laptops, radio, vehicle lease, mandated annual training and training that will require some travel throughout the year.

Legislator Sayegh questioned if this grant will be able to be renewed.

Sheriff McConville stated not at this time.

**Item #7 - Approval/ Budgetary Amendment - 23A071/ New Position, Mental Health Outreach Worker- Member of Police & Mental Health Co-Response Team/ Sheriff Kevin McConville & Deputy Commissioner DSS, Mental Health & Youth Bureau Sara Servadio**

Chairman Jonke stated this budgetary is related to the position that was just discussed, see agenda Item #6.

Legislator Nacerino stated this grant ends September 30, 2025. She stated she hopes the grant will be renewable by then or the County can re-evaluate the position and the need to continue the position.

Legislator Sayegh stated that was her concern as well.

Deputy Commissioner DSS, Mental Health & Youth Bureau Sara Servadio stated this is evidence-based practice. She stated in two (2) years she is hoping the two (2) Departments will be able to figure it out and find a way to keep the program funded.

Sheriff Kevin McConville stated in two (2) year time span they will have data in support of furthering the program.

Chairman Jonke questioned if this is a new program.

Deputy Commissioner DSS, Mental Health & Youth Bureau Sara Servadio stated there are some co-response teams throughout the State. She stated she, the Sheriff, and Undersheriff will meet with those Counties and do a ride along with them. She stated they could go to Westchester but would like to focus on some more rural Counties that have the co-response teams.

Chairman Jonke made a motion to Approve Budgetary Amendment - 23A071/ New Position, Mental Health Outreach Worker- Member of Police & Mental Health Co-Response Team; Seconded by Legislator Nacerino. All in favor.

**Item #8 - Approval/ Putnam County Employee Policy Update - Drug and Alcohol Policy/ Sr. Personnel Specialist Patricia Rau**

Sr. Personnel Specialist Patricia Rau requested the Committee accept an additional item. She explained the cover memo from Paul Eldridge, Personnel Officer dated November 9, 2023, which is the backup for this item, was missing the attachment: New York Department of Labor document regarding these changes. She stated that she has brought said attachment and has copies for the Legislators.

Chairman Jonke made a motion to Waive the Rules and Accept the Additional; Seconded by Legislator Nacerino. All in favor.

Sr. Personnel Specialist Patricia Rau stated April 1, 2021, the Marijuana Regulation and Taxation Act (MRTA) took effect in the State of New York, which legalized recreational marijuana use. She stated as part of that Legislation there was a change to Labor Law Section 201-D. She stated basically it states employers cannot make adverse employment decisions based on the use of marijuana by employees in their free time. She stated the County had to address this legislative change in its Drug and Alcohol Policy. She stated the County explicitly tested for marijuana. She stated the County wanted to make sure we were in compliance with the changes in the Labor Law. She stated that she has submitted the updated County policy and a version that outlines where the changes were made. She stated the only changes made were necessitated by the passage of the MRTA and a small change was made to the County's pre-employment drug testing policy. She stated CDL Drivers, and anyone covered by Federal Laws, where it is explicit regarding drugs, such as the Federal Firearms Act, which include the County's Law Enforcement Members will continue to be tested for marijuana at pre-employment and at their random drug tests.

Chairman Jonke stated his primary concern was how would this affect those employees whose positions involve the use of guns and the County's CDL Drivers. He stated he did contact Personnel Officer Eldridge and he explained it to him. He thanked Sr. Personnel Specialist Rau for clarifying that as well.

Sr. Personnel Specialist Patricia Rau stated in terms of if there is a concern that employees may be using at work, there is a section of the law that addresses that. She stated the County can test for marijuana if there are articulable signs of impairment. She stated a specific form has been prepared for the Department Head/ Supervisor to complete. She stated once the policy has been approved the next phase of implementation will be Department Head and Supervisor Training so they will be informed.

Legislator Castellano questioned how many CDL Drivers does the County have.

Personnel Officer Eldridge stated off the top of his head he estimated 65. He stated they are spread out in the Highway Department and the Office for Senior Resources.

Chairman Jonke made a motion to Approve the Putnam County Employee Policy Update - Drug and Alcohol Policy; Seconded by Legislator Nacerino. All in favor.

**Item #9 – FYI/ Accident Report – Duly Noted**

**Item #10 - FYI/ Incident Report – Duly Noted**

**Item #11 - Other Business- None**

**Item #12 - Adjournment**

There being no further business at 8:20PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.



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Tuesday

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(Immediately Following the 6:30p.m. Health Mtg.)

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8. Approval/ Putnam County Employee Policy Update - Drug and Alcohol Policy/ Sr. Personnel Specialist Patricia Rau

**9. FYI/ Accident Report**

**10. FYI/ Incident Report**

**11. Other Business**

**12. Adjournment**

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**PERSONNEL BUDGET COMMITTEE MEETING  
HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**  
**Members: Chairman Jonke & Legislators Addonizio & Nacerino**

**Monday**

**6:00PM**

**October 16, 2023**

The meeting was called to order at 6:00PM by Chairman Jonke who requested that Legislator Castellano lead in the Pledge of Allegiance. Upon roll call Legislator Castellano, and Chairman Jonke were present. Legislator Nacerino arrived at 6:04PM.

**Item #3 – 2024 Budget Review**

Chairman Jonke began by stating the order he would be addressing the review of the tentative 2024 Personnel portion of the budget. He stated the Personnel Department will begin the review, then the Elected Officials who are present and then Department by Department, in no particular order. He stated each representative will be presented with questions from the members of the Legislature. He stated once the individual's department review is over, they could feel free to leave.

**Personnel Dept. -1430 (Pages 34 – 36) Expenditures/Revenues**

Chairman Jonke stated Personnel Officer Paul Eldridge and Deputy Officer Adriene Iasoni were present to speak to the Personnel Department budget.

Personnel Officer Paul Eldridge began with the Personnel Department Expenses/ Revenues portion of the budget. He stated there is an increase in the Advertising line page 34 – 54664 due to the fact that they are expanding the County's advertising for employment opportunities to reach a larger audience.

Legislator Nacerino questioned on page 34 -54640 Education and Training shows an increase. She questioned if that is a cost related to all County Employees and if yes why was the same line item funded in each of the department's budget.

Personnel Officer Paul Eldridge stated all the County Contracts have commission reimbursement. He stated there are standard training sessions that must be done for all employees such as Sexual Harassment Prevention, Workplace Violence, etc. He stated those are paid out of Personnel Departments budget line. He stated there are specialized training requirements in various departments, specific to the needs of the department, and that is why they have that budget line. He explained also there are State regulations that require certain training for different departments. He stated as an example, the Sheriff's Department has a lot of State required training.

**Unemployment Insurance – 9050 (Page 239) Expenditures/Revenues**

Legislator Castellano questioned when an employee leaves Putnam County employment and takes a job somewhere else and they get laid-off at their new job what is the time period that Putnam County has to pay the unemployment.

Personnel Officer Paul Eldridge stated up to a one (1) year.

Personnel Officer Paul Eldridge stated for the record this is budget line is calculated and prepared by the Finance Department.

**Accident/Health Insurance – 9060 (Page 241) Expenditures/Revenues – Duly Noted**

Chairman Jonke stated next they will be moving to the Personnel section of the budget.

**Personnel Department Page 12**

Personnel Officer Paul Eldridge began by stating there is a long-time employee who will be retiring at the end of the year. He stated said employee will be a great loss. He stated they are eliminating the position that will be vacated, Senior Personnel Assistant. He stated the job responsibilities will be distributed. He stated currently there are three (3) clerical level positions in the department and an Office Assistant temp. He stated he requested that the temp position be changed to a full-time as of January 2024 and then grant a reclassification for that position, page 12 – 14300918, from Office Assistant to Senior Office Assistant as of July 1, 2024. He stated also there is a request to reclass a receptionist position to a Personnel Clerk page 12 – 143010919. He spoke to some of the job responsibilities of the position.

Legislator Nacerino stated that she sees the Personnel Department is growing and you are bringing in new talent to rise to a new level. She questioned why is there \$45,000 in the Overtime line (correction the Temporary line) page 34 – 51094.

Personnel Officer Paul Eldridge stated his department has not increased the headcount. He explained the employee who will be retiring at the end of the year has agreed to stay on and train the 3 employees who will be taking over the job responsibilities. He stated the \$45,000 is still within the budget amount of what is being saved from the position said employee will be vacating, Senior Personnel Assistant.

Legislator Nacerino stated there are 21 upgrades or reclassifications in this tentative budget. She requested a copy of those requests that were submitted to the Personnel Department requesting a desk audit be conducted.

Personnel Officer Paul Eldridge stated he would provide the copies of the requests for the Desk Audits and he spoke to the Civil Service Process Section 22 of the Civil Serve Law. He stated as a point of reference that in a year the Personnel Department receives approximately 250 requests from all throughout the County's entities consideration for a Reclassification. He spoke to the impact that COVID-19 had on this.

Legislator Castellano stated he agrees with Legislator Nacerino that 21 seems like a lot of reclassifications. He stated he agreed that COVID-19 may have had a lot to do with it. He spoke to his job in Westchester County where part of his responsibility is to make sure that the employees are working within their job classification description. He stated he looks forward to reviewing the requested information.

Chairman Jonke made a motion to Waive the Rules and Accept the Additional; Seconded by Legislator Nacerino. All in favor.

Chairman Jonke explained the additional is requesting the Personnel Committee review for approval the request to remove the Senior Personnel Assistant position page 12 – 143010117 at \$80,707.00 and the associated costs.

Personnel Officer Eldridge stated that he did make the request to remove said position, it fell through the cracks.

Chairman Jonke made a motion to remove the Senior Personnel Assistant position, page 12 – 143010117, at \$80,707.00, and the associated County expenses: State Retirement, FICA, Workers Compensation, Dental, Health Plans and Vision; Seconded by Legislator Nacerino. All in favor.

#### **Sheriffs' Department page 18 – 10311000**

Chairman Jonke cited on page 18- 311010910 there was a proposed salary increase for a Confidential Secretary position that was denied.

Undersheriff Thomas Lindert stated there has been an increased workload placed on this employee. He stated they proposed an increase that would bring the employee's salary up to a Senior Office Assistant.

Sheriff Kevin McConville spoke to the position's responsibilities, which included the processing of personnel records for the Department.

Legislator Nacerino stated she believes the requested increase is warranted, and she would support re-instating it.

Legislator Nacerino made a motion to re-instate the requested salary increase for Confidential Secretary position (Pg. 18 – 311010910); No Second. Motion Failed.

Legislator Castellano stated he does believe it is a fair amount, but at the same time he questioned if they would take a \$3,000 increase.

Sheriff McConville stated they would be amendable to that.

Legislator Nacerino made a motion to approve a \$3,000 salary increase for Confidential Secretary position (Pg. 18 – 311010910); Seconded Legislator Castellano. All in favor.

Legislator Montgomery stated she does not support the cost of living adjustment for the Command Staff in the Sheriff's Department. She stated she believes that should not be applied until there is a contract negotiated for the Deputy Sheriffs.

Legislator Crowley stated the employee who was in the Deputy Sheriff position, on page 21 – 311015103, has retired. She questioned if that funding for the position should be removed or at least reduced.

Sheriff McConville the employee's retirement recently occurred.

Chairman Jonke stated the funding needs to remain in the line to pay the replacement.

Legislator Nacerino stated she would like to hear about the Sheriff's request for a Deputy Sheriff Sergeant in the Civil Division, page 21 – 31105102, which was not approved by the Administration.

Sheriff McConville stated in 2021 the Deputy Sheriff Sergeant in the Civil Division position was not authorized in the budget. He stated after he and his administration have reviewed the operations of the Civil Division, they believe it to be necessary to request this position in the 2024 budget. He stated a Sergeant in the Civil Division would have the responsibility of reviewing and approving FOIL requests, communicate with the County Law Department, and communicate with the Captain regarding the final assessment from the Law Department. He stated the Civil Division receives over 475 FOILS annually. He stated the FOIL request involving Body Worn and Dash Camera video has a long process. He stated it can take several hours per day to review the video recordings. He stated the video footage must be reviewed by a sworn law enforcement Officer. He stated additionally over 500 record checks are performed for other law enforcement agencies and employers. He stated there are also good conduct letters, volunteer Fire Fighter background checks and background checks for school employees such as bus drivers and monitors. He stated the Civil Division handles on average, \$800,000 in collection and judgements, civil judgements, and funds due to various litigants and approximately 800 cases involving orders of protection and evictions, including judgments per year. He stated all the aforementioned at present require the direct involvement of the Captain from beginning to end. He stated soon added to these current responsibilities will be the footage from the School Bus Safety Cameras that will need to be reviewed as affidavits of violations will be prepared. He continued to speak to the need for the requested Civil Division Deputy Sheriff Sergeant position.

Legislator Nacerino questioned if the savings in the longevity of the retired Deputy Sheriff could be applied to offset this requested Deputy Sheriff Sergeant in the Civil Division position.

Personal Officer Director Eldridge explained it would be dependent on the qualification of the person who would be put into the position.

Legislator Nacerino stated when the Bus Patrol Camera topic was discussed in committee one of the concerns was who would have the responsibility and access to the footage of the recordings.

She stated Sheriff McConville just spoke to that. She stated her position is based on the offset of the retired personnel in the Sheriff's Department, the fiscal impact would be modest if the requested Deputy Sheriff Sergeant in the Civil Division position were approved.

Legislator Montgomery questioned what has changed since 2020, 2021, and 2022, when she requested the Deputy Sheriff Sergeant in the Civil Division position be reinstated.

Legislator Nacerino stated the addition of the Bus Patrol recordings, the other programs and the increase in FOILS will have and are having an impact on the Civil Division, as stated by Sheriff McConville.

Chairman Jonke made a motion to waive the Rules and reinstate the requested Civil Division Deputy Sheriff Sergeant Position page 21- 311015102; Seconded by Legislator Nacerino. All in favor.

Legislator Crowley questioned two (2) positions that are budgeted, but she believes both the Deputy Sheriff Positions (page 22 – 311016116 & 311016117) will be vacated at the end of this year. She stated obviously the positions will be filled, but they would not be filled at the same salary. She stated she believes that should be considered while reviewing the budget.

Chairman Jonke questioned what Legislator Crowley was suggesting.

Legislator Crowley stated she believes the funding should be moved to a different budget line or put the funds in sub contingency until the position(s) are filled.

Legislator Castellano stated he is not aware when said positions became vacant and noted it must have occurred after the Administration's budget process. He stated the positions will be filled and the salaries will be adjusted at that point.

Chairman Jonke requested Commissioner of Finance Lewis please speak to this.

Commissioner of Finance Lewis explained that there are several scenarios in filling a vacancy: an employee moves into the position or they underfill the position.

Legislator Crowley stated with one of the said positions, she believes it is over funded.

Chairman Jonke stated he would think it would be prudent to have a position over funded.

Commissioner of Finance Lewis stated that is accurate.

Legislator Castellano stated that is also the case with Civil Service positions in the County. He stated past Commissioner of Finance Bill Carlin would come to the Legislature's Audit Committee every three (3) months or so and explained these positions were underfunded and moved into Vacancy Control. He stated he would think the same practice and procedure is followed in the Sheriff's Department.

Commissioner of Finance Lewis stated that is accurate.

Personnel Officer Eldridge stated there are several other factors that come into this, such as the type of Health Insurance that is selected, the education that the individual has, longevities, etc.

**District Attorney Page 2 - 10116500**

Chairman Jonke stated District Attorney Tandy did touch on some of his Personnel requests at the Protective Budget Meeting. He stated Chair of Protective Nacerino reminded District Attorney Tandy, that the matters involving Personnel requests, would be addressed in this Personnel Budget Meeting. He invited District Attorney Tandy to speak to his department's personnel items.

District Attorney Tandy stated he would like to request that the Legislators look at the salary increases he submitted. He explained all of the salary increases he submitted would be funded by Grants, it would be at no cost to the Putnam County Taxpayers. He stated the District Attorney's Office, since 2021 and going into April of 2024 has received \$403,476.00 in grant funding. He stated of that amount he is requesting \$55,244.00 for 2024, leaving a balance of \$348,232.00. He explained the reason behind this grant funding is the Governor and the State Legislators realized the District Attorney Offices throughout New York were losing, especially senior staff members, at a tremendous amount. He stated in three (3) years he has lost six (6) Assistant Attorneys, who all loved working in the Office, but they could not afford to stay working here. He continued to speak to his grant funding and to his requested increases. He stated other District Attorney's Offices have requested a Discovery Bureau be created with the Grant Funding, additional Assistant District Attorneys. He stated he is requesting a Clerical Staff member be brought from part-time to full-time and has asked that the Assistant District Attorneys (ADAs) and his Chief of Staff be given, what he believed to be a very modest increase. He explained he is requesting this because he has requested the ADAs to take on additional responsibilities as well as his Chief of Staff. He repeated his requests would be 100% funded by grant funds.

Legislator Nacerino questioned if the two (2) grants will be sunseting in March of 2024.

District Attorney Tandy stated this grant is applied for annually. He stated each year the amount of the grant has increased. He stated he cannot imagine that they would pull these grants, as there would be total chaos in the legal system if they did that.

Legislator Nacerino stated part of the issue the Legislature needs to remain cognizant of is once the grants do sunset the County would be in the position to pick up the escalated salaries along with the legacy costs that are incurred with those positions.

District Attorney Tandy continued to speak to his request. He explained as the Sheriff just spoke to the demand on the Civil Division to review the camera footage. He stated the ADAs have to review the camera footage as well, for different reasons than the Sheriff's Department, but they need to do that, and it takes up a huge amount of time. He stated he believes it would be very unwise not to approve the modest increases he has requested. He stated it sends the message that



you do not understand how hard they work and how much work they have to do, now especially. He stated that he understands the Legislature needs to be concerned about legacy costs, however, if you ask an Attorney to consider these jobs, he believes after a dedicated career providing a decent pension for them to retire on is a good legacy.

Chairman Jonke stated that he and the District Attorney had a conversation earlier that day. He stated he has discussed this with Personnel Officer Eldridge. He stated he will do his research on the requests between tonight and the Budget and Finance Meeting. He stated additionally he has brought this up with the District Attorney and has recommended several times, if salaries are the issue, then a salary structure needs to be developed. He stated he would stress that again.

Legislator Ellner requested confirmation that the grant amount keeps increasing and there is a concern if they are not used the grant funding will be lost.

Commissioner of Finance Mike Lewis stated from the Finance Department's perspective it is less on taxation in total and they feel the funds are being used accordingly.

Chairman Jonke facilitated further discussion.

Commissioner of Finance Mike Lewis stated the grant funds are in the District Attorney Department and absorb in the operating budget.

District Attorney Tandy stated the grants funds must be used for prosecutorial services, including and the main purpose, for retention purposes of ADAs. He stated the State Legislature recognizes ADAs are leaving those positions.

Chairman Jonke facilitated further discussion.

Legislator Montgomery stated the State has studied this situation, and it is clear based on the grant funding available for the District Attorney's Office that there is a justified need. She stated the qualifications of the ADAs she believes warrants salaries in line with the upper management salaries. She stated she would be in support of the District Attorney's requests.

Deputy County Executive James Burpoe stated Grants are great and very valuable, but as a County we need to get away from our using them as a crutch. He stated a Grant can end at any time. He stated we take full advantage of the funds. He explained we need to wean from the reliance on them if the County wants to sustain permanent type of employment.

Chairman Jonke concluded the discussion by stating he has suggested in for the past few years that a pay schedule for the ADAs be put into place. He stated that way we would have a base salary to work from when reviewing the compensation based on the tenure of the ADA in their employment with the County.

**Real Property Tax Services page 8**

Chairman Jonke stated there are two (2) reclass positions in the Real Property Tax Services Office that have been approved by the Administration. He stated his support of this action.

Director of Real Property Tax Services Patricia McCloughlin stated the Real Property Tax Services Office is a small office, staffed with three (3) employees, including herself. She stated they handle all the Real Property Tax Services work for the entire County of Putnam. She stated being new to her position, as Director of Real Property Tax Services for the County of Putnam starting in June of 2023, she has been doing a lot of research, and looking at how other Counties are run. She stated that she has found most other Counties have four (4) to five (5) employees and most of the Counties outsource the billing work. She stated the billing for Putnam County is done four (4) times a year. She explained for the first time she outsourced the School Billing, which she will try to keep as the process. She stated her Office will be handling all of the rest of the billing through the Real Property Tax Services Office. She explained the billings are a lot of work. She stated the employee in the Assistant Clerk position 135510103 started her process for a Reclass and took the test, prior to COVID-19. She stated after COVID-19 her predecessor did not continue the process. She explained that she is in full support of this reclass as said employee pretty much runs the front office of the department, and she spoke to some of the specific responsibilities. She stated her full support of the approved Reclass of said position to Senior Office Assistant. She stated the employee in 135510104, under her direction and how she will be running the department will be taking a lot more responsibility and do a higher level of work. She explained in many Counties the employee who handles the type of responsibilities, this County employee will be doing has the title of Deputy Director of the Real Property Tax Services department. She stated said employee will know all of the Directors' responsibilities, in order to serve as a backup. She stated her predecessor did not include this employee and therefore there was no resources for process and procedure once she left the position.

Legislator Nacerino stated her support for the requests and complimented Director McCloughlin on her leadership in training another employee in the department on the work that she does, that is good business.

### **County Attorney page 11**

County Attorney Compton Spain stated that he did request increases for his staff members. He stated the Administration did not approve what he requested, but he is appreciative of what was approved. He explained that it was his staff that provided him with the institutional knowledge to assist in his getting up to speed, as he took the position as County Attorney in January of 2023. He stated each one of his staff members is talented and very valuable to the County. He stated he does not want to lose these employees due to salary.

Chairman Jonke stated as he said in reference to the salaries in the District Attorney's office, he would like to have a schedule set up with a minimum salary, and then have a scale of salary ranges, based on years of service.

Legislator Nacerino stated that there appears to be an error in the "Group" of proposed on page 11 – 142010917 it is listed as a PUMA. She stated she believes it should be MGMT.

Commissioner of Finance Lewis confirmed it is an error, it is MGMT. He confirmed that will be corrected.

County Attorney Compton Spain spoke to the savings he and his staff have created for the County. He stated he did speak to the fact that there will be some outside billing due to the need for them to address the Personnel Matters, as he represents everyone in the County.

Legislator Ellner questioned on page 11 -142010120 it is listed as Vacant PUMA position, and it says in parenthesis "Social Services Attorney (move to DSS Legal)". He requested clarification on that position.

Commissioner of Finance Lewis stated that needs to be corrected, it should say: (move from DSS Legal). He stated that will be corrected.

### **Youth Bureau page 90**

Director of Youth Bureau Janeen Cunningham stated her request that was approved by the Administration came as a result of having a difficult time filling the vacant position of the Deputy Youth Director at the salary it was posted at. She explained that the position is a supervisory position, and the current salary would have the individual making less than some of the employees they would be supervising. She stated the approved increase she believes will help to attract qualified candidates.

### **Coroners page 3**

Legislator Nacerino had a statement she read from and made a proposal. She explained that the tentative 2024 Budget has been prepared by the Administration. She stated now it is the Legislature's budget for review. She stated she does not believe it to be equitable to not include the County's elected officials to receive the Cost-Of-Living Adjustment, which has been recommended for the non-union employees. She listed and made comment regarding the elected officials. She stated the County Executive received an increase last year and she commended him for freezing his salary for this year. She stated the County Executive does not have oversight of the Legislature's budget, it is not within his purview to set the Legislators salary. She stated the District Attorney's salary is set by the State, again the County Executive has no authority over that salary. She stated that leaves the following Putnam County elected officials: Coroners, County Clerk, and the Sheriff. She stated spoke to her reasoning and support of approving the COLA for the Coroners, County Clerk, and the Sheriff. She continued to speak to her support of this adjustment.

Interim Commissioner of Health and Coordinator of Coroners Dr. Michael Nesheiwat expressed his appreciation for Legislator Nacerino's recognition of the fine job that is being done by the Coroners.

Chairman Jonke expressed his agreement and spoke to the fact that the Coroners are available 24/7.

Legislator Nacerino made a motion to approve the 2.75% COLA increase for the Coroners; Seconded Chairman Jonke. All in favor.

Legislator Nacerino made a motion to approve the 2.75% COLA increase for the County Clerk; Seconded Legislator Castellano. All in favor.

Legislator Nacerino made a motion to approve the 2.75% COLA increase for the Sheriff; Seconded Chairman Jonke. All in favor.

### **Purchasing Department page 7**

Chairman Jonke stated there has been a proposal by the Administration to change the title of the Purchasing Department to “Department of General Services”.

Director of Purchasing John Tully stated that is correct and if that is agreed to and approved by the Legislature the Charter change would be proposed.

Chairman Jonke requested confirmation that this change will not require any new employees.

Director of Purchasing John Tully stated there are no FTE (full-time equivalent) employees being added to the budget. He explained there is a position, Asset Manager, that is being moved from the Department of Public Works to the “Department of General Services”. He stated that a lot of the expenses that are germane to all of departments have been centralized to Purchasing, such as certain technology. He explained those use to be in the IT/GIS budget.

Legislator Nacerino requested clarification.

Deputy County Executive Burpoe stated that the Administration will be coming forward to the Legislature with a complete proposal that will give clarification. He stated at the presentation of the tentative 2024 Budget County Executive Byrne did speak to the fact that information pertaining to his proposal would be forthcoming.

Legislator Nacerino spoke to her initial support of this proposal, and she looks forward to learning more about it.

### **Office For Senior Resources page 71**

Director of Office For Senior Resources Michael Cunningham explained there is a Head Driver position page 71 – 17677210102 that has taken on additional responsibilities resulting in a reclass of the positions to Transportation Coordinator. He spoke to the responsibilities that have been added to this position.

Chairman Jonke cited the salary increase request for the Senior Center Manager position page 73 – 677210126.

Director of Office For Senior Resources (OSR) Michael Cunningham stated that position has taken on a significant amount of responsibilities as a result of a retirement in the position a couple of years back. He spoke to some of the responsibilities that this position and stated the employee in the position has done a great job and has exceeded his expectations. He stated the Administration did not approve his requested amount, but they did approve an increase. He spoke next to the OSR's nutrition program on page 75 that continues to evolve and grow. He stated he would like to redistribute the responsibilities among the Cooks. He stated there will be no additional employees. He stated in summary he is separating the coordinators responsibilities.

Legislator Montgomery stated she would like the Personnel Committee Members to consider approving the full increase amount of \$3,000 that was submitted and requested by OSR Director Cunningham for the Senior Center Manager position page 73 – 677210126 position. She stated that the type of work that is done is wonderful and the change that has occurred in our Senior Centers is great.

Fiscal Manager Kristin Wunner provided clarification that the request for the increase for this position, Senior Center Manager position page 73 – 677210126, is in a few different areas of the OSR budget. She stated the original total amount requested was \$5,000 (see pages 71, 81, & 86) a total of \$3,000 was approved by the Administration.

Chairman Jonke facilitated further discussion. There was no motion made.

### **Health Department page 37**

Legislator Castellano requested an explanation for the Reserve for Salary Adjustment in the amount of \$12,725.00 on page 37 – 401010905.

Chairman Jonke stated he believes that was submitted in the budget by the Administration to create a salary range for the Commissioner of Health position, with the expectation that Dr. Nesheiwat will be leaving said position at the end of this year, 2023.

Deputy County Executive James Burpoe confirmed that was correct.

Legislator Montgomery questioned if a budget line has been created so that Interim Commissioner of Health Dr. Nesheiwat could stay on during the transition period.

Chairman Jonke stated he does not believe that was done, and questioned if it was something the County wanted to do, would Interim Commissioner of Health Dr. Nesheiwat be qualified to stay on.

Interim Commissioner of Health Dr. Michael Nesheiwat stated he is working in the capacity of "Interim" until he completes his Masters of Public Health. He stated once he submits his Masters of Public Health he would then go back to being "Commissioner". He stated his projected graduation date is May 20, 2024.

Legislator Montgomery stated it is mid-October. She questioned if there is a candidate to fill the Commissioner of Health position.

Personnel Director Eldridge stated the County has been actively recruiting to fill the position since the beginning of the year.

Legislator Castellano stated he believes as this involves a personnel matter, this discussion should be done in Executive Session.

Personnel Director Eldridge concurred.

**8:00p.m**

Legislator Castellano made a motion to go into Executive Session to discuss a Personnel Matter; Seconded by Chairman Jonke. All in favor.

**8:16p.m**

Chairman Jonke made a motion to come out of Executive Session; Seconded by Legislator Castellano. All in favor.

Chairman Jonke stated there was no action taken in Executive Session.

Chairman Jonke made a motion to put the funding \$12,725.00 in budget line labeled Reserve for Salary Adjustment on page 37 – 401010905 into Sub-Contingency; Seconded by Legislator Castellano. All in favor.

Legislator Montgomery questioned on page 39 – 401011915 there was a reclass to Supervisor Public Health Nurse position denied. She stated she does not support that. She stated this position did exist in the past, but was cut. She stated the request for this position has been requested for the past five (5) years. She stated to her that demonstrates there is a need for the position. She spoke to information that she had regarding ratios of managers to employees and programs in that department.

Fiscal Manager William Orr stated this position has been requested for the past five (5) years. He stated this is the first request for the new Nursing position, that was denied. He stated the reclass has been submitted and denied by the past Administration and then again by the new Administration.

Legislator Montgomery continued to speak to her dissatisfaction of the denial. She requested this Committee make a motion to approve the reclassification to Supervisor Public Health Nurse on page 39 – 401011915.

Personnel Director Eldridge stated this reclassification was submitted. He stated if the employee was already doing the duties, then a recommendation would have been made to reclass the position. He stated the employee is not doing the duties. He provided some history relevant to this matter. He stated in December 2011 the County's Certified Home Health Agency license was sold to the Visiting Nurse Services of Westchester. He stated in 2010 there were 15 County

Nurses, today there are eight (8). He explained there are five (5) Public Health Nurses and three (3) Supervisors. He continued to speak to the structure of the Health Department – Nursing section of the County.

Legislator Nacerino continued to speak to her dissatisfaction with response from the Administration to these requests. She requested again that the Committee reconsider and approve the reclassification request.

Chairman Jonke stated there was no motion.

**Department of Social Services, Mental Health and the Youth Bureau (Personnel Sect. page 56)**

Commissioner Mike Piazza stated two positions that were requested and approved by the Administration are the Director of Mental Health and the Dual Recovery Coordinator. He stated this has been discussed throughout the year regarding the need and purpose of those positions. He stated the Department's two (2) major projects are the Stabilization Center and the formation of a County's Mobile Crisis Intervention Team. He explained that in the last three (3) weeks the County was notified by the Office of Mental Health that Putnam would receive \$150,000 a year for two (2) years for the establishment of a Mobile Crisis Intervention Team. He stated hence there will be more that will need to be supervised. He stated they are trying to address some of the departmental challenges. He stated the County's Mental Health Department currently is understaffed. He stated he, his Deputy, and Fiscal Manager split about 50% of their time to the Mental Health Department. He stated these approved positions will help to address those challenges. He stated 100% of the funding to support the Dual Recovery Coordinator position will come from the Opioids Settlement funds. He spoke briefly to the program. He stated beginning in 2016 – 2017 the region led the way for the State to be able to train every agency so, as they say in Orange County, have no wrong door. He explained no matter which clinic an individual goes into they will be able to be treated. He stated there has been a lot of training on co-occurring disorders done.

**Bureau of Emergency Services – Dispatch Center (Personnel Sect. page 33)**

Legislator Nacerino stated she is not in support of the salary increase listed for the Deputy Commissioner proposed by the Administration on page 33- 398913903. She stated this employee has not been in the position for even a year yet. She continued to speak to her reason as to why she does not support this proposal.

Legislator Nacerino made a motion to remove the proposed salary increase page 33- 398913903; No Second. Motion Failed.

**Highway -Engineering (Department of Public Works) page 13 – 144010901**

Commissioner of Department of Public Works Thomas Feighery stated there were some salary adjustments proposed by the Administration. He stated the employees are trained and qualified.

He stated the proposed increases will make the salaries competitive with the like positions in the construction field.

Legislator Montgomery stated the employee in that position, page 13 – 144010901, is a great communicator with the residents. She explained that he has been to her Legislative District explaining projects and addressing questions and easing concerns with his plans and designs.

Commissioner of Department of Public Works Thomas Feighery stated the proposed increase on page 13 – 144010909, Project Manager is due to the increase in the workload for that position due to the fact that it is the only Project Manager position for the County. He spoke to the fine job this individual does for the County. He continued to address inquiries regarding other salary increases throughout the DPW budget.

Legislator Addonizio questioned on page 14- 149010909 Salary Increase request of \$5,000 for the Confidential Secretarial position. She stated the Administration approved \$2,500.

Commissioner of Department of Public Works Thomas Feighery explained the Confidential Secretary position in addition to the administrative responsibilities also receives all the calls that come into the DPW, and they are inundated with calls.

Legislator Montgomery stated this is the most forward-facing position of the DPW. She stated she would be in support of reinstating the original request of \$5,000 for this position.

Legislator Nacerino stated she too would support the requested amount of \$5,000. She stated the DPW is a very busy department and the individual's skills and commitment warrants the requested amount. She continued to speak to her reasons supporting her opinion.

Legislator Nacerino made a motion to restore the full amount of \$5,000 for the Confidential Secretary on page 14- 149010909; No Second. Motion Failed.

Chairman Jonke reminded his colleagues that recommendations can be brought up at the Budget and Finance Meeting.

**Recommendations from the Committee Members:**

Chairman Jonke stated he would like to make a motion to increase the salary on page 6 - 132010101, County Auditor, by \$5,000. He stated the individual in this position does a fantastic job.

Chairman Jonke made a motion to approve a salary increase of \$5,000 for the County Auditor, page 6 – 132010101; Seconded for Discussion by Legislator Castellano. All in favor.

Legislator Montgomery stated she wholeheartedly supports this motion, the County Auditor is always responsive to her inquiries and provides great detail.



Legislator Nacerino stated she too is in support of this proposal. She stated the County Auditor does a great job. She stated the County Auditor works long hours. She stated in the eleven (11) years she has been a Legislator, the individual in the position has not received a salary increase, other than the sporadic COLA that were approved. She stated she is happy to support this.

Legislator Castellano stated he too supports this proposal. He stated this employee does a great job for the Legislature. He stated this employee is in early and is always very attentive this proposed salary increase is very deserving.

Chairman Jonke made a motion to approve a salary increase of \$5,000 for the County Auditor, page 6 – 132010101; Seconded by Legislator Castellano. All in favor.

Legislator Montgomery stated on page 1- 101010190 the Legislative Stipend. She explained the Stipend goes to the Legislator who is chosen, annually, by his/her colleagues in the Legislature to serve as Chair of the Legislative Board. She stated it is her opinion that it is an honor to be chosen Chair and the constituents did not vote the individual in on that salary. She stated she believes that budget line should be eliminated. She continued to speak to that.

Legislator Nacerino stated she does not support removing the Legislative Stipend. She spoke to the role of the current Chairman, Legislator Jonke. She stated he spends an inordinate amount of time in his role as Chair of the Legislature. She continued to speak to her opinion including the fact that she served as Chair of the Legislature and is aware of the additional work that comes with that responsibility.

Legislator Castellano stated he does not support removing the Legislative Stipend. He stated he too served as Chair of the Legislature and can confirm there is an additional amount of work that must be done. He stated the Chairman is elected annually and there is a cap that a Legislator can only serve as Chair, it is a maximum of two (2) years if voted in by the Legislators. He stated he supports the way this is handled. He stated his recognition of the fine job Legislator Jonke is doing as Chair of the Legislature for 2023.

Legislative Attorney Robert Firriolo stated it would not be a procedurally proper motion to remove the Legislative Stipend. He explained the Charter specifies the Chair shall receive the stipend. He stated he does not believe that budget line could be defunded with a super majority vote, the Charter would need to be changed.

Chairman Jonke thanked Legislative Attorney Robert Firriolo for his professional guidance on the matter.

#### **Item #4 - Other Business - None**

#### **Item #5 - Adjournment**

There being no further business at 8:52 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

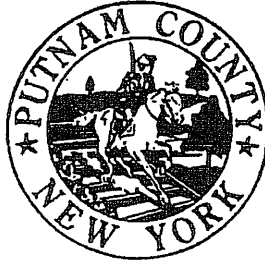
THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*  
Amy E. Sayegh *Deputy Chair*  
Diane Schonfeld *Clerk*  
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**AGENDA**  
**PERSONNEL COMMITTEE**  
**BUDGET MEETING**  
**TO BE HELD IN ROOM 318 OF THE**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Jonke, Legislators Castellano & Nacerino**

**Monday**

**6:00pm**

**October 16, 2023**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. 2024 Budget Review**
- 4. Other Business**
- 5. Adjournment**

cc: All  
Pers. Dec Mtg  
12-12-23  
#4

**A LOCAL LAW ESTABLISHING THE 2024 SALARY OF CERTAIN ELECTED OFFICIALS  
SERVING FOR FIXED TERMS**

**BE IT ENACTED BY THE PUTNAM COUNTY LEGISLATURE AS FOLLOWS:**

**Section 1.**

Section 201 of the County Law and Municipal Home Rule Law requires that salary increases of fixed term officers shall be established by Local Law, subject to permissive referendum.

**Section 2.**

The annual salary of the hereinafter designated County Officers elected for a fixed term is hereby set the following amounts effective January 1, 2024:

<b>Michael Bartolotti</b> Putnam County Clerk .....	<b>\$148,312</b>
<b>Kevin McConville</b> Putnam County Sheriff .....	<b>\$170,376</b>
<b>John Bourges</b> Putnam County Coroner.....	<b>\$ 25,688</b>
<b>Wendy Erickson</b> Putnam County Coroner.....	<b>\$ 25,688</b>
<b>Michael Nesheiwat</b> Putnam County Coroner.....	<b>\$ 25,688</b>
<b>Joseph Castellano</b> Putnam County Legislator .....	<b>\$ 45,518</b>
<b>Erin Crowley</b> Putnam County Legislator .....	<b>\$ 45,518</b>
<b>Greg Ellner</b> Putnam County Legislator .....	<b>\$ 45,518</b>
<b>Paul Jonke</b> Putnam County Legislator .....	<b>\$ 45,518</b>
<b>Nancy Montgomery</b> Putnam County Legislator.....	<b>\$ 45,518</b>
<b>Ginny Nacerino</b> Putnam County Legislator.....	<b>\$ 45,518</b>
• <b>Additional Stipend for Legislature Chairperson.....</b>	<b>\$ 11,380</b>

**Section 3.**

**THIS LOCAL LAW SHALL TAKE EFFECT FORTY-FIVE DAYS AFTER ITS PASSAGE AND IS SUBJECT TO PERMISSIVE REFERENDUM.**

CC: ALL  
Pers. Sec Mtg  
12-12-23

#5

**A LOCAL LAW ESTABLISHING THE 2024 SALARIES OF CERTAIN APPOINTED OFFICERS SERVING FOR FIXED TERMS**

Be it enacted by the Legislature of the County of Putnam as follows:

**Section 1.**

Section 201 of the County Law and Municipal Home Rule Law, Section 23, requires that certain salary increases of fixed term officers be established by Local Law, subject to permissive referendum.

**Section 2.**

The annual salaries of the hereinafter designated County Officers appointed for a fixed term are hereby set at the following amounts effective January 1, 2024:

Paul Eldridge..... Personnel Officer	\$154,355
Commissioner of Health .....	\$220,000 (Maximum Amount)
Sara Servadio .....	\$164,549
Commissioner of Social Services/Mental Health/Youth Bureau	
Patricia McLoughlin..... Director of Real Property Tax Services	\$106,860
Kelly Primavera .....	\$ 104,470
Commissioner Board of Elections	
Catherine Croft .....	\$ 104,470
Commissioner Board of Elections	
Michele Alfano-Sharkey..... County Auditor	\$ 130,305
Diane Schonfeld..... Clerk of the Legislature	\$ 116,762

**Section 3.**

**THIS LOCAL LAW SHALL TAKE EFFECT FORTY-FIVE DAYS AFTER ITS PASSAGE AND IS SUBJECT TO PERMISSIVE REFERENDUM.**

Call  
12-12-23 PERS. MTH  
DEC  
#6

**APPROVAL/ 2024 SALARIES FOR OFFICERS AND EMPLOYEES PAID FROM COUNTY FUNDS**

WHEREAS, Pursuant to Section 2.04 of the Putnam County Charter and Section 201 of the NYS County Law, the Putnam County Legislature must fix by resolution the compensation of all officers and employees paid from County funds; now therefore be it

**RESOLVED**, that the salaries for fiscal year 2024 for all officers and employees, or their successors, who are not members of bargaining units or whose salaries are not required to be set by Local Law are hereby set at the amounts listed attached; and be it further

**RESOLVED**, that these employees will also be paid any benefits and/or receive incentive payments resulting from the Putnam County Flex Plan; and be it further

**RESOLVED**, that the Commissioner of Finance is authorized to determine the method of pay out of monies as herein described.

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2023 DEC -4 PM 1:04

**2024 PERSONNEL SERVICES**

<u>Org</u>	<u>Object</u>	<u>Project</u>	<u>Pay Position</u>	<u>Pay Position Description</u>	<u>2024 Adopted</u>
10101001	51000		101010101	LEGISLATOR	45,518.00
10101001	51000		101010102	LEGISLATOR	45,518.00
10101001	51000		101010103	LEGISLATOR	45,518.00
10101001	51000		101010104	LEGISLATOR	45,518.00
10101001	51000		101010105	LEGISLATOR	45,518.00
10101001	51000		101010106	LEGISLATOR	45,518.00
10101001	51000		101010107	LEGISLATOR	45,518.00
10101001	51000		101010108	LEGISLATOR	45,518.00
10101001	51000		101010109	LEGISLATOR	45,518.00
10101001	51000		101010110	CLERK TO LEGIS	116,762.00
10101001	51000		101010111	DEP CLERK TO LEGIS	95,361.00
10101001	51000		101010113	ADMIN ASST (LEGIS)	65,571.00
10101001	51000		101010114	ADMIN ASST (LEGIS)	72,530.00
10101001	51000		101010190	LEGISLATIVE STIPEND	11,380.00
10116500	51000		116510101	DISTRICT ATTORNEY	202,800.00
10116500	51000		116510103	CHIEF ASST DA	163,109.00
10116500	51000		116510104	ASST DA	90,000.00
10116500	51000		116510105	ASST DA	107,888.00
10116500	51000		116510108	ASST DA	90,395.00
10116500	51000		116510110	CRIM INVES (DA)	86,575.00
10116500	51000		116510111	ASST DA	73,012.00
10116500	51000		116510115	ASST DA	65,294.00
10116500	51000		116510122	SPECIAL VICTIMS INVES (DA)	85,000.00
10116500	51000		116510123	VICTIM/WITNESS ASST	36,069.00
10116500	51000		116510125	ASST DA	97,500.00
10116500	51000		116510126	ASST DA	85,000.00
10116500	51000		116510129	CHIEF OF STAFF (DIST ATTORNEY)	74,950.00
10116500	51000		116510130	FIRST ASST DA	147,523.00
10116500	51000		116510999	RESERVE FOR RECLASS TO FULL-TIME	19,706.00
10118500	51000		118510101	COMM OF HEALTH	25,688.00
10118500	51000		118510102	CORONER	25,688.00
10118500	51000		118510103	CORONER	25,688.00
10118500	51000		118510104	CONF SEC TO COUNTY CORONER	53,174.00
10118500	51000		118510194	COMM OF HEALTH	12,000.00
10123000	51000		123010101	COUNTY EXECUTIVE	176,022.00
10123000	51000		123010102	DEP CNTY EXEC	158,235.00
10123000	51000		123010103	CHIEF OF STAFF (COUNTY EXEC)	88,475.00
10123000	51000		123010106	CONF SEC TO COUNTY EXEC	63,808.00
10123000	51000		123010107	DIRECTOR OF COMMUNICATIONS	85,283.00
10123000	51000		123010108	DIRECTOR OF COMPL & INTERGOV	62,400.00
10131000	51000		131010101	COMM OF FINANCE	157,968.00
10131000	51000		131010110	DEP COMM FINANCE	100,000.00
10131000	51000		131010116	PAYROLL MANAGER	85,908.00
10131000	51000		131010120	FIRST DEP COMM FINANCE	123,600.00
10132000	51000		132010101	COUNTY AUDITOR	130,305.00
10132000	51000		132010102	AUDIT MANAGER	72,100.00
10132000	51000		132010103	DEP CNTY AUDITOR	107,120.00
10134500	51000		134510101	DIR PURCH & CTRL SVCES	145,000.00
10134500	51000		134510108	ASSET MANAGER (MOVED FROM 10149000)	62,100.00
10135500	51000		135510101	DIR REAL PRP TAX SVC	106,860.00
10141000	51000		141010101	COUNTY CLERK	148,312.00
10141000	51000		141010102	FIRST DEP CNTY CLERK	127,768.00
10141000	51000		141010104	CONF SEC TO COUNTY CLK	63,978.00

10141100	51000	141110101	DEP CNTY CLERK	65,324.00
10141100	51000	141110103	DEP CNTY CLERK	92,542.00
10142000	51000	142010101	COUNTY ATTORNEY	166,094.00
10142000	51000	142010102	CONF SEC TO COUNTY ATTY	65,324.00
10142000	51000	142010104	FIRST DEP CNTY ATTY	138,127.00
10142000	51000	142010105	SR DEP CNTY ATTY	119,934.00
10142000	51000	142010106	SR DEP CNTY ATTY	60,000.00
10142000	51000	142010107	SR DEP CNTY ATTY	95,428.00
10142000	51000	142010110	RISK MANAGER	97,693.00
10142000	51000	142010112	SR DEP CNTY ATTY	105,703.00
10142000	51000	142010116	PARALEGAL	65,053.00
10142000	51000	142010119	SOCIAL SERV ATTORNEY	102,511.00
10120000	51000	142010120	SOC SVCS ATTORNEY ( <i>moved from DSS Legal</i> )	122,525.00
10143000	51000	143010101	PERSONNEL OFFICER	154,355.00
10143000	51000	143010103	PR PERSONNEL SPEC	90,000.00
10143000	51000	143010105	CONF SECRETARY	71,618.00
10143000	51000	143010110	SR PERSONNEL SPEC	74,028.00
10143000	51000	143010111	DEPUTY PERSONNEL OFFICER	107,888.00
10143000	51000	143010106	PERSONNEL SPECIALIST	52,542.00
10143000	51000	143010108	SR PERSONNEL SPEC	64,170.00
10200000	51000	143010105	CONF SECRETARY	3,769.00
10144000	51000	144010101	SUPV PLAN & DESIGN	134,260.00
10144000	51000	144010106	FED FUNDED PROGRAM MGR	84,867.00
10144000	51000	144010109	PROJECT MANAGER	82,804.00
10144000	51000	144010110	COORD ENGINEERING PROJECTS	113,025.00
10149000	51000	149010109	CONF SEC TO COMM DPW	58,519.00
10149000	51000	149010134	COMM OF DPW	151,683.00
10149000	51000	149010135	DEP COMM OF DPW	122,299.00
10145000	51000	145010101	COMM OF ELECTIONS	104,470.00
10145000	51000	145010102	COMM OF ELECTIONS	104,470.00
10145000	51000	145010103	DEP COMM BD OF ELECT	94,382.00
10145000	51000	145010104	ELECTION SPECIALIST	68,627.00
10145000	51000	145010105	ELECTION SPECIALIST	53,432.00
10145000	51000	145010106	DEP COMM BD OF ELECT	94,382.00
10145000	51000	145010109	ELECTION SPECIALIST	68,627.00
10145000	51000	145010110	ELECTION SPECIALIST	68,627.00
10145000	51000	145010111	VOTING MCH TECH (PT)	32,750.00
10145000	51000	145010112	VOTING MCH TECH (PT)	32,750.00
10145000	51000	145010113	ELECTION SPECIALIST	68,627.00
10145000	51000	145010114	ELECTION SPECIALIST	62,451.00
10146000	51000	146010101	ASST RCDS MGMT OFCR	71,334.00
10146000	51000	146010193	COUNTY CLERK	7,500.00
10168000	51000	168010113	IT SYSTEMS SPECIALIST	69,126.00
10168000	51000	168010115	IT SYSTEMS SPECIALIST	63,808.00
10168000	51000	168010120	DIR OF IT/GIS	143,568.00
10311000	51000	311010101	SHERIFF	170,376.00
10311000	51000	311010102	UNDERSHERIFF	149,651.00
10311000	51000	311010103	ROAD PATROL CAPTAIN	141,624.00
10311000	51000	311010110	CONF SECRETARY	64,380.00
10311000	51000	311010114	CRIMINAL INVESTIGATIONS CAPT	141,624.00
10311000	51000	311010125	CHIEF OF STAFF (SHERIFF)	74,568.00
10311000	51000	311010127	OPERATIONS CAPT	141,624.00
10311000	51000	311010128	CIVIL BUREAU CAPT	141,624.00
10311000	51000	311010129	FISCAL MANAGER	95,363.00
17311000	51000	311017149	DEP SHERIFF LIEUT	137,570.00

10314000	51000		314010119	TREATMENT COURT COORD	62,680.00
10314000	51000		314010122	PROBATION DIRECTOR GROUP A	132,226.00
10331500	51000		314110101	STOP DWI PRGM ADMIN	13,626.00
10315000	51000		315010101	CORRECTION CAPTAIN	141,624.00
10315000	51000		315010106	CORRECTION LIEUT	137,570.00
10315000	51000		315010109	CORRECTION LIEUT	137,570.00
10014000	51000		398910101	COMM OF EMERG SVCES	61,178.00
10014000	51000		398910115	DIR EMERGENCY MGMT	71,000.00
10142000	51000		398910115	DIR EMERGENCY MGMT <i>(moved from County Attorney)</i>	23,666.00
10014000	51000		398913103	DEP COMM EMERG SVCES	100,000.00
10398900	51000		398910101	COMM OF EMERG SVCES	61,178.00
10398900	51000		398910102	EMERG SVC COORD (PT)	4,773.00
10398900	51000		398910104	EMERG SVC COORD (PT)	4,773.00
10398900	51000		398910105	EMERG SVC COORD (PT)	4,773.00
10398900	51000		398910106	EMERG SVC COORD (PT)	4,645.00
10398900	51000		398910107	EMERG SVC COORD (PT)	4,773.00
10398900	51000		398910109	CONF SECRETARY	58,266.00
10398900	51000		398910112	DIR OF EMERG MED SERV	75,506.00
10398900	51000		398910113	EMERG SVC COORD (PT)	4,773.00
10398900	51000		398910114	EMERG SVC COORD (PT)	4,773.00
14398900	51000		398914101	EMS EDUCATION COORDINATOR	63,147.00
10401000	51000		401010105	COMM OF HEALTH	207,275.00
10401000	51000		401010111	SR FISCAL MANAGER	128,001.00
10401000	51000		401010905	RESERVE FOR SALARY ADJUSTMENT	12,725.00
12401000	51000		401012102	DIR OF ENVIR HLTH SVCES	133,424.00
26401001	51000	10173	401066101	PUB HEALTH CORP FLW LCL CRDNTR <i>(1/1 - 6/30/24)</i>	29,022.00
26401001	51000	10173	401066102	PUB HEALTH CORP GRAD FELLOW <i>(1/1/24 - 6/30/24)</i>	31,661.00
26401001	51000	10173	401066103	PUB HEALTH CORP GRAD FELLOW <i>(1/1/24 - 6/30/24)</i>	31,661.00
26401001	51000	10173	401066104	PUB HEALTH CORP GRAD FELLOW <i>(1/1/24 - 6/30/24)</i>	30,813.00
26401001	51000	10173	401066105	PUB HEALTH CORP GRAD FELLOW <i>(1/1/24 - 6/30/24)</i>	31,661.00
26401001	51000	10173	401066106	PUB HEALTH CORP GRAD FELLOW <i>(1/1/24 - 6/30/24)</i>	30,813.00
10198900	51000		198910102	COORD OFFICE INDIVIDUALS WITH DISAB	34,935.00
10033000	51000		431013101	SPOA COORD (CHILDREN)	94,369.00
10033000	51000		431013102	SPOA COORD (ADULTS)	89,915.00
10431000	51000		431010101	DIRECTOR OF MENTAL HEALTH	54,000.00
10431000	51000		731010101	DEP COMM SOC SVCES & MH	56,471.00
10431000	51000		731010107	FISCAL MANAGER	48,302.00
10431000	51000		731010108	COMM OF SOC SVCES & MH	32,910.00
10431000	51000		198910102	COORD OFFICE INDIVIDUALS WITH DISAB	52,403.00
10431000	51000	10206	431010101	DIRECTOR OF MENTAL HEALTH	36,000.00
10431000	51000	10206	431010102	DUAL RECOVERY COORDINATOR	85,000.00
10102000	51000		601002101	DIR OF CHILD/FAM SVCES	134,476.00
10102000	51000		601303101	COORD CHILD ADVC PRG	55,674.00
10102000	51000		731010104	YOUTH DIRECTOR	20,206.00
10108000	51000		601008103	COORD CHILD SUPP ENF	81,038.00
10120000	51000		601020110	DIR OF ELIGIBILITY	109,137.00
10120000	51000		601020120	PARALEGAL	62,100.00
10120000	51000		731010107	FISCAL MANAGER	72,453.00
10120000	51000		731010101	DEP COMM SOC SVCES & MH	56,471.00
10120000	51000		731010108	COMM OF SOC SVCES & MH	123,411.00
22070000	51000		601303101	COORD CHILD ADVC PRG	37,116.00
10641000	51000		641010101	DIRECTOR OF TOURISM	89,167.00
10651000	51000		651010101	COUNTY VETERANS DIR	71,989.00
10651000	51000		651010106	VETERANS ASST (PT)	4,302.00
10651000	51000		651010108	DEP CNTY VETERANS DIR	53,248.00



10661000	51000	661010101	DIR OF CONS AFFAIRS/WTS&MSRS	35,000.00
10661000	51000	661010104	SECY TO ELECTR BOARD	47,805.00
10661000	51000	661010106	SECY TO PLUMB BOARD	47,805.00
10661000	51000	661010110	DIR OF CODE ENFORCEMENT	62,012.00
10661000	51000	661010111	CONF SECRETARY	49,188.00
10677200	51000	677210101	DIR, OFFICE SENIOR RESOURCES	110,204.00
10677200	51000	677210103	CONF SECRETARY	57,636.00
10677200	51000	677210124	FISCAL MANAGER	93,150.00
10677200	51000	677210126	SENIOR CENTER MGR	39,060.00
10677200	51000	677210140	NUTRITION SERVICES MANAGER	73,725.00
10677200	51000	677210145	DEPUTY DIR, OSR	92,475.00
10677300	51000	677310108	SENIOR CENTER MGR	59,192.00
10677900	51000	677210126	SENIOR CENTER MGR	19,530.00
10762000	51000	677210126	SENIOR CENTER MGR	6,510.00
10711000	51000	711010102	PARK SUPERINTENDENT	93,564.00
10731000	51000	731010101	DEP COMM SOC SVCES & MH	12,549.00
10731000	51000	731010104	YOUTH DIRECTOR	80,824.00
10731000	51000	731010108	COMM OF SOC SVCES & MH	8,228.00
10731000	51000	731010112	DEPUTY YOUTH DIRECTOR	80,000.00
10751000	51000	751110101	COUNTY HISTORIAN	44,156.00
10802000	51000	802010101	COMM OF PLAN DEV & PUB TRANS	123,245.00
10802000	51000	802010108	DIRECTOR OF TRANSPORTATION <i>(formerly 802010106 - Transp. Program Mgr)</i>	110,000.00
10802000	51000	802010115	CONF SEC TO COMM PLAN & TRANSP	63,808.00
10874500	51000	802110107	SOIL WATER CONS DISTRICT MANAG	82,200.00
10511000	51000	511010127	SUPV CONSTR & MAINT	101,029.00
				<u>14,520,551.00</u>

**COUNTY OF PUTNAM**  
**FUND TRANSFER REQUEST**

*cc: all  
12/12/23 Pers - Dec Reso  
A+A #7*

**TO: Commissioner of Finance**

**FROM: THOMAS FEIGHERY, COMMISSIONER OF PUTNAM COUNTY DPW**

**DEPT: DPW**

**DATE: November 8, 2023**

**I hereby request approval for the following transfer of funds:**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10511000 51000(10101) PERSONNEL SERV <i>Facilities (master mechanic)</i>	10511000 51093 OVERTIME <i>Facilities</i>	\$20,000	TO PROPERLY ALLOCATE TO COVER OVERTIME EXPENSES THRU EOY

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2023 NOV 13 AM 11:00

**SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM**

2023 Fiscal Impact \$ 0  
2024 Fiscal Impact \$ 0

*[Signature]* / Joe Bellocci: 11/8/23  
\_\_\_\_\_  
Department Head Signature/Designee      Date

**AUTHORIZATION:**

- \_\_\_\_\_  
Date      Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00
- \_\_\_\_\_  
Date      County Executive/Designee: \$5,000.01 - \$10,000.00
- \_\_\_\_\_  
Date      Chairperson Audit/Designee: \$0-\$10,000.00
- \_\_\_\_\_  
Date      Audit & Administration Committee: \$10,000.01 - \$25,000.00

**23T396**

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers. 12-12-23  
A+A  
Reso  
#8*

**TO: MICHAEL J. LEWIS – COMMISSIONER OF FINANCE**  
**FROM: TRISH MCLOUGHLIN – DIRECTOR OF REAL PROPERTY**  
**DEPT: FINANCE**  
**DATE: 12/5/2023**  
**RE: # 23T454**

2023 DEC -5 PM 1:33  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

**I hereby request approval for the following transfer of funds:**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10199000 54980 General Contingencies	10135500 51000 (10105) Personnel Services Sr. Office Assistant	\$ 520.00	Reclass from Assessment Clerk (10103) to Sr. Office Assistant (10105) Effective 11/1/2023
10199000 54980 General Contingencies	10135500 51000 (10106) Personnel Services Sr. Office Assistant	\$ 520.00	Reclass from Assessment Clerk (10104) to Sr. Office Assistant (10106) Effective 11/1/2023
10199000 54980 General Contingencies	10135500 58002 (10105) FICA Sr. Office Assistant	\$ 40.00	Reclass from Assessment Clerk (10103) to Sr. Office Assistant (10105) Effective 11/1/2023
10199000 54980 General Contingencies	10135500 58002 (10106) FICA Sr. Office Assistant	\$ 40.00	Reclass from Assessment Clerk (10104) to Sr. Office Assistant (10106) Effective 11/1/2023
	<b>2023 FISCAL IMPACT</b>	<b>\$ 1,120.00</b>	
	<b>2024 FISCAL IMPACT</b>	<b>\$ -</b>	

**SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM**

\_\_\_\_\_  
 Department Head Signature/Designee      Date

**AUTHORIZATION:**

\_\_\_\_\_  
 Date      Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00

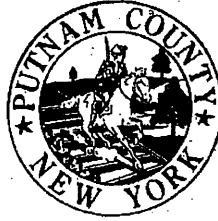
\_\_\_\_\_  
 Date      County Executive/Designee: \$5,000.01 - \$10,000.00

\_\_\_\_\_  
 Date      Chairperson Audit/Designee: \$0-\$10,000.00

\_\_\_\_\_  
 Date      Audit & Administration Committee: \$10,000.01 - \$25,000.00

**23T454**

Michael Lewis  
*Commissioner of Finance*



TRISH McLOUGHLIN  
*County Director- Real Property*

TO: Diane Schonfeld, Clerk to the Legislature  
FR: Trish McLoughlin, Director of Real Property  
RE: Salary Increases for Two Employees  
DATE: 12/05/2023

P.M.

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The Personnel Department recently conducted a job analysis review of two clerical positions in our department. The review was initiated in July of 2023, and after all information was considered, the Personnel Department has concluded that the positions are properly entitled Senior Office Assistant. This change in classification will result in a nominal change in the 2023 staffing budget. The approved 2024 budget already accommodates this re-classification. A budgetary transfer is being provided by the Finance department under separate cover.

Please refer this request to the Personnel Committee of the Legislature for their review.

Thank you so much for your consideration of this request. I, along with Personnel Officer Paul Eldridge, will be in attendance at the December Personnel Committee meeting to answer any questions.

cc: James Burpoe, Deputy County Executive  
Michael Lewis, Commissioner of Finance  
Paul Eldridge, Personnel Officer

Attachments:  
Senior Office Assistant Job Specification

## SENIOR OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of difficult clerical and secretarial tasks which may require operation of such equipment as a personal computer or word-processor. The work requires mature office judgment and knowledge of the policies, laws and regulations relating to the program or the agency in which the position is located. Specific duties vary with the needs of the municipality, department, or division. The Senior Office Assistant is distinguished from the Office Assistant in that this position involves either supervision, the use of a higher degree of independent judgment and/or the more secretarial nature of the work responsibilities. Work is performed under general supervision. Supervision may be exercised over the work of a small number of subordinate clerical workers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides support to administrator(s);  
Receives telephone calls, answers questions and refers calls to proper person;  
Makes referrals according to office policies and procedures, and regulations and policies relating to program or department;  
Keeps administrator(s) informed and up-to-date on any changes in regulations and policies relating to the program or department;  
Makes appointments and schedules for school officials, and establishes priorities for submission to administrator(s);  
Receives and directs visitors to the office;  
Operates a computer or other word processing related equipment to produce routine correspondence, reports, spreadsheets, databases, charts and other work documents;  
Conducts correspondence independently or composes with administrative judgment for official signature;  
Assigns, reviews and records work done and instructs new employees in the specialized work of the department;  
Operates a variety of business office machines such as computers, copying machines, calculators, scanners, etc.;  
Performs routine equipment maintenance tasks;  
Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new materials, searching for requested material and periodically purging obsolete material;  
Collects, compiles, summarizes and types statistical and other related reports;  
May take and transcribe dictation of letters, memorandum, reports and other materials;  
May issue permits and licenses;  
May collect fees and accounts for monies received;  
May prepare and maintain time records and payroll data;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

SENIOR OFFICE ASSISTANT (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office practices, procedures, terminology and equipment; good knowledge of business arithmetic and English; good knowledge of the policies and regulations relating to the assigned agency; ability to operate an alphanumeric keyboard at an acceptable rate of speed; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to set up appropriate forms, charts and other tabular listings; ability to enter data, organize and maintain records, and prepare reports; ability to understand and carry out moderately complex oral and written instructions; ability to function independently in relatively unstructured situations; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; good judgment; tact; courtesy; neat appearance.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and two (2) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education, as a post secondary, degree-granting institution.

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers 12/12/23  
A+A*

*Re 50  
#9*

**TO: MICHAEL J. LEWIS – COMMISSIONER OF FINANCE**

**FROM: ROBERT LIPTON – Commissioner of EMS**

**DEPT: FINANCE**

**DATE: 12/5/2023**

**RE: # 23T459**

2023 DEC -6 PM 1:36  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

**I hereby request approval for the following transfer of funds:**

FROM	TO		
ACCOUNT#/NAME	ACCOUNT #/NAME	AMOUNT	PURPOSE
13398900 51000 (12126)	13398900 51093 (12126)	\$ 22,205.00	Transfer to cover BES Dispatch Overtime due to Vacancies
BES Dispatch Personnel Services	BES Dispatch Overtime		
13398900 51000 (12127)	13398900 51093 (12127)	\$ 12,603.00	Transfer to cover BES Dispatch Overtime due to Vacancies
BES Dispatch Personnel Services	BES Dispatch Overtime		
13398900 51000 (12129)	13398900 51093 (12129)	\$ 15,192.00	Transfer to cover BES Dispatch Overtime due to Vacancies
BES Dispatch Personnel Services	BES Dispatch Overtime		
	<b>2023 FISCAL IMPACT</b>	<b>\$ 50,000.00</b>	
	<b>2024 FISCAL IMPACT</b>	<b>\$ -</b>	

**SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM**

\_\_\_\_\_  
 Department Head Signature/Designee      Date

**AUTHORIZATION:**

\_\_\_\_\_  
 Date      Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00

\_\_\_\_\_  
 Date      County Executive/Designee: \$5,000.01 - \$10,000.00

\_\_\_\_\_  
 Date      Chairperson Audit/Designee: \$0-\$10,000.00

\_\_\_\_\_  
 Date      Audit & Administration Committee: \$10,000.01 - \$25,000.00

*23T459*



**PUTNAM COUNTY  
BUREAU OF EMERGENCY SERVICES**



Robert A. Lipton  
Commissioner of Emergency Services

J. Ralph Falloon  
Deputy Commissioner of Emergency Services

Kevin M. Byrne  
County Executive

Alex Roehner, EMT-P  
Director of Emergency Medical Services

**MEMORANDUM**

To: Michael Lewis, Commissioner of Finance

From: Robert A. Lipton, Commissioner

Re: 911 Dispatch Center Overtime

Date: December 5, 2023

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The 911 Dispatch Center's overtime budget has been exhausted.

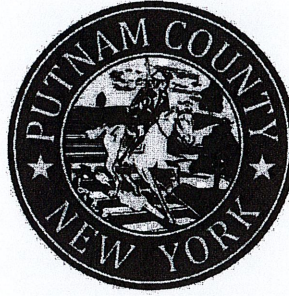
We are requesting \$50,000 to cover overtime for the remainder of December 2023 from budget line 13398900 51000.

We are going to use money from unused salaries already funded for 2023.

Thank you.



MICHAEL J. LEWIS  
Commissioner Of Finance



cc:all  
Pers  
A+A

Reso  
# 10

SHEILA BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Transfer – 24T001**  
DATE: December 7, 2023

2023 DEC - 7 AM 11:44  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of the Department of Mental Health & Social Services the following budgetary transfer is necessary.

FROM	TO	
ACCOUNT#/NAME	ACCOUNT #/NAME	AMOUNT
10199000 54980	10102000 51000 (2137)	\$ 16,771.00
General Contingencies	Personnel Services	
	Social Services - Services	
	Senior Caseworker Grade 17 Step 3	
10199000 54980	10102000 51000 (2137)	\$ 1,284.00
General Contingencies	FICA	
	<b>2024 FISCAL IMPACT</b>	<b>\$ 18,055.00</b>
	<b>2025 FISCAL IMPACT</b>	<b>TBD</b>

This transfer would be effective January 1, 2024. The Department is seeking approval from the Personnel Committee to upgrade an existing vacant Caseworker position (CSEA) Grade 15 Step 1 (#601002112) to a Senior Caseworker (CSEA) Grade 17 Step 3 (#601002137) in the Adult Protective Unit of DSS. As stated in the attached, Personnel most recently conducted a review of the new duties and considered this position to be appropriately reclassified to Senior Caseworker.

Please forward it to the appropriate committee.

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner  
[Sara.Servadio@dfa.state.NY.US](mailto:Sara.Servadio@dfa.state.NY.US)

GRACE M. BALCER  
Fiscal Manager  
[37A279@dfa.state.NY.US](mailto:37A279@dfa.state.NY.US)



ELIZABETH BARCAVAGE  
Director of Eligibility  
[Elizabeth.Barcavage@dfa.state.NY.US](mailto:Elizabeth.Barcavage@dfa.state.NY.US)

FRANK MAROCCO, ESQ.  
Director of Children and  
Family Services  
[Frank.Marocco@dfa.state.NY.US](mailto:Frank.Marocco@dfa.state.NY.US)

FAYE THORPE, ESQ.  
Counsel for DSS  
[Faye.Thorpe@dfa.state.NY.US](mailto:Faye.Thorpe@dfa.state.NY.US)

**DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU**

**MEMORANDUM**

December 6, 2023

TO: Diane Schonfeld, Putnam County Legislative Clerk

FROM: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: Reclassification Upgrade

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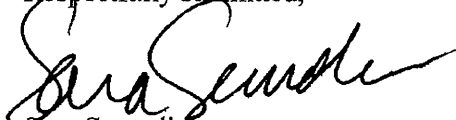
The Department of Social Services & Mental Health is seeking approval for an upgrade to an existing Caseworker position in the Adult Protective Unit to Senior Caseworker. This request will mirror the structure to that of other units under The Department of Social Services and provide assistance and supervision to caseworkers within the unit.

The Personnel Department recently conducted a review of the completed New Position Duties Statement for this Caseworker position. After review and all information considered, the Personnel Department reclassified this position as Senior Caseworker. A budgetary transfer will be provided by the Finance Department under separate cover.

Please refer this request to the Personnel Committee for their review.

Thank you for your time and consideration of this request. I will be in attendance at the December Personnel Committee meeting to answer any questions.

Respectfully submitted,

  
Sara Servadio

Attachments:

Senior Caseworker Job Specification  
Personnel Department Classification / Reclassification Notice

cc: Kevin Byrne, County Executive  
James Burpoe, Deputy County Executive

# SENIOR CASEWORKER

**DISTINGUISHING FEATURES OF THE CLASS:** The senior caseworker provides professional casework and social work services, involving investigation and resolution of difficult problem cases as well as determination and recommendation of needs for services. The senior caseworker is also responsible for the development and implementation of plans to resolve problems and/or meet the individual needs of assigned cases. Additionally, the senior caseworker may be assigned to provide supervision of one or more programs in the Department of Social Services. Work is performed under general supervision, and direct supervision is provided over the activities of caseworkers and clerical employees. Performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Interviews applicants and persons referring cases of children needing care, supervision, or services; recommends services necessary to carry out plans to meet the needs of individuals or families;
- Makes visits to applicants to ascertain the need for services;
- Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
- Aids individual caseworkers in formulating service and work organization plans;
- In each case, in cooperation with the individual or family plans the use to be made of available resources;
- Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;
- Makes necessary collateral contacts with employees, relatives, friends, physicians, hospitals, and other agencies;
- When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
- Finds family homes interested in caring for children;
- Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
- Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;
- Plans with parents and relatives for the care of children and re-establishment of the home;
- Makes referrals to other agencies when indicated;
- Writes letters and reports as required;
- Periodically reviews cases to determine changes in client situation affecting the need for service;
- Assists the case supervisor in administering the work of the unit;
- Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL**

**CHARACTERISTICS:** Good knowledge of principles and practices of social casework and social group work; good knowledge of Federal, State, and local public welfare laws and programs; knowledge of the techniques of preparing social research studies; extensive familiarity with services provided by the agency and community resources; ability to effectively formulate and conduct interviews and investigations; ability to direct the work of others; ability to communicate effectively both orally and in writing to groups and individuals; ability to use computers and computer software for word processing and data management; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; good listening skills, social perceptiveness; tact; confidentiality; good judgment.

**MINIMUM REQUIREMENTS:** Either

- a. Bachelor's degree and two (2) years full time paid experience in social work with a public or private social services agency adhering to acceptable standards; or
- b. Two (2) full time paid experience as a caseworker in a public or private social services agency adhering to acceptable standards; or
- c. An equivalent combination of training and experience as indicated in A) and B) above.

**PLEASE NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENTS:**

Possession of a valid unrestricted appropriate level driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.

3/83; 3/85; 9/97; 8/06; 4/09; 8/18; 4/19; 4/23

Competitive Class

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel  
Officer

December 6, 2023

Classification/Reclassification Notice

Sara Servadio  
Commissioner of Mental Health, Social Services & Youth Bureau

Dear Commissioner Servadio,

Our office has completed a review of the completed New Position Duties Statement (Form 222) submitted on December 6, 2023. Pursuant to Civil Service Law, Section 22, we have classified this position as Senior Caseworker in the Competitive jurisdictional classification.

Competitive Jurisdictional Classification requires permanent appointment from an appropriate eligible list, now or subsequent to, an approved provisional appointment, should this position be adopted as a position in your department.

Please be advised that classification of a position is not intended to imply or to address funding of or approval to fund any position. Classification recommendations, instructions about how to appoint, availability of eligible lists, and all other aspects of the classification process are completely separate from fiscal, budgetary and/or funding concerns.

If you have any questions or comments regarding this notice, please contact me at 845-808-1650 EXT 46127. or [patricia.rau@putnamcountryny.gov](mailto:patricia.rau@putnamcountryny.gov)

If you have any questions regarding this notice, please contact our office.

Sincerely,

A handwritten signature in black ink, appearing to be "Patricia Rau", written over a horizontal line.

Patricia Rau  
Senior Personnel Specialist

CC Frank Marocco, Director of Children and Family Services  
Kristen Wunner, Fiscal Manager Department of Social Services & Mental Health

MICHAEL J. LEWIS  
Interim Commissioner Of Finance



SHEILA M. BARRETT  
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

RESO  
RES 12-12-23  
A+A  
# 11

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, Deputy Commissioner of Finance *OMB*  
Re: Budgetary Amendment - **24A001**  
Date: December 1, 2023

2023 DEC -4 PM 3:06  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Health, the following budgetary amendment is required. (effective January 1, 2024)

**Increase estimated appropriations:**

26401001.51000.10205 (66109)	Personnel Services	79,031
	Public Health Data and Informatics Specialist	
26401001.58001.10205	Retirement	6,542
26401001.58002.10205	FICA	6,046
26401001.58004.10205	Workers Comp	1,005
26401001.58006.10205	Dental	2,004
26401001.58011.10205	Health Insurance	28,284
26401001.58012.10205	Vision	242

**Increase estimated revenues:**

26401001.444892.10205	Public Health Infrastructure Grant	123,154
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Fiscal Impact - 2024 - 0  
Fiscal Impact - 2025 - 0

This Resolution is necessary to recognize the NYS Department of Health Public Health Infrastructure, Workforce and Data Systems Grant. The grant was awarded at \$692,296 for the period 12/1/2022 through 11/30/2027. The new position created is contingent upon renewal of the grant beyond 11/30/2027.

Approved:

Kevin M. Byrne  
County Executive

Please forward to the appropriate committee.

Approved:

INFRASTRUCTURE BUDGET							
5 YEAR GRANT							
12/01/2022 - 11/30/2027							
GRANT AWARD \$692,296							
	1/1/23 12/31/23	PRORATED YEAR 1 3 MONTHS 10/1/23 12/31/23	1/1/24 12/31/24	1/1/25 12/31/25	1/1/26 12/31/26	PRORATED YEAR 4 7 MONTHS 1/1/26 8/31/26	TOTAL GRANT
	YEAR 1	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 4	TOTAL GRANT
<b>PUBLIC HEALTH DATA &amp; INFORMATICS SPECIALIST</b>	\$79,031	\$12,159	\$79,031	\$80,612	\$82,224	\$55,912	\$227,714
GRADE 21 RATE OF PAY							
MANAGEMENT POSITION							
STARTING DATE : OCTOBER 1, 2023							
FRINGES	\$40,552	\$5,658	\$40,552	\$41,363	\$42,190	\$28,689	\$116,262
YEARLY TOTAL	\$119,583	\$17,817	\$119,583	\$121,975	\$124,414	\$84,602	\$343,976
(2.00% COLA RAISE PER YEAR)							
(2.00% BENEFITS INCREASE PER YEAR)							
<b>QIPM COORDINATOR</b>							
GRADE 21 RATE OF PAY							
MANAGEMENT POSITION	\$79,031	\$12,159	\$79,031	\$80,612	\$82,224	\$55,912	\$227,714
STARTING DATE : OCTOBER 1, 2023							
FRINGES	\$40,552	\$5,658	\$40,552	\$41,363	\$42,190	\$28,689	\$116,262
YEARLY TOTAL	\$119,583	\$17,817	\$119,583	\$121,975	\$82,224	\$84,602	\$343,976
(2.00% COLA RAISE PER YEAR)							
(2.00% BENEFITS INCREASE PER YEAR)							
<b>TOTAL PERSONNEL COSTS</b>					\$206,638		
<b>TOTAL ANTICIPATED GRANT EXPENDITURES BASED ON GRADE 21 EQUIVALENT</b>							
<b>BOTH PERSONNEL POSITIONS TO BEGIN OCTOBER 1, 2023 AND END JULY 31, 2026</b>							
EDUCATION / TRAINING		0	2,088	1,255		1,000	4,343
TOTAL OTPS		0	2,088	1,255		1,000	
TOTAL PERSONNEL		35,634	239,166	243,949		169,203	687,953
<b>TOTAL YEARLY BUDGETS</b>							
		YEAR 1	YEAR 2	YEAR 3		YEAR 4	TOTAL

WE WILL BE SUBMITTING COUNTY BUDGETS YEARLY

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**INTEROFFICE MEMORANDUM**

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**TO:** MICHAEL LEWIS, COMMISSIONER OF FINANCE

**FROM:** PATRICIA RAU, SENIOR PERSONNEL SPECIALIST (PR)

**SUBJECT:** QIPM TITLE

**DATE:** DECEMBER 1, 2023

**CC:** WILLIAM ORR, SENIOR FISCAL MANAGER  
NANCY COLLIER, FISCAL TECHNICIAN

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As a result of grant funding, the Health Department requested the creation of a new position earlier this year. The position was titled Quality Improvement/Performance Management Coordinator and was funded on a part-time basis earlier this year. Due to recruitment difficulties, The Health Department is currently requesting that this position be funded full time beginning on January 1, 2024. Additionally, the job specification and title were reviewed and updated, and the job was re-titled to Quality Improvement/Program Evaluation Manager. Please refer to this position with its updated title moving forward.

Furthermore, the salary is indicated as a Grade 21. Please note that this is not allocating the title to CSEA, rather, it is being used as a salary indicator for recruitment purposes.



July

In June 2023, Putnam County Department of Health presented to the personnel committee, a proposed budget related to an award from NYSDOH for the purpose of strengthening the workforce and foundational capabilities of the county public health department. The current grant period for this funding (\$692,296) is 12/1/2022-11/30/2027. NYSDOH has notified all local health departments to budget the entire allocated award, despite the 12/1/2022 start date.

Previously, PCDOH had budgeted for a full-time Public Health Data and Informatics Specialist and a part-time Quality Improvement/Performance Management (QIPM) Coordinator. PCDOH is requesting a modification to support expanding the QIPM position from part-time to full-time. If the two grant-funded positions are filled in early January, PCDOH has established a budget to support both positions as full-time through 8/31/2026. The PCDOH interview team has re-evaluated the needs and determined that despite the impact on the length of time the funding will last, it is most important at this time to be able to recruit skilled full-time staff.

The work of a QIPM Coordinator intersects with every aspect of the ten essential public health services-- from community and program assessment to policy review and development and everything in-between. Additionally, as applicants have begun to reply to the job postings it has become clear that qualified applicants with experience in quality improvement and program evaluation have passed on the opportunity to apply for the part-time position, instead applying for the full-time Data and Informatics role.

WAO: mb/ss  
Attachment

**Personnel Committee Mtg.  
December 12, 2023  
#12**

**FYI/Accident Report**

**Personnel Committee Mtg.  
December 12, 2023  
#13**

**FYI/ Incident Report**