

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**

**Thursday** 6:00p.m. **September 5, 2024**

**(Health Meeting to Immediately Follow)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – August 13, 2024**
- 4. Approval/ Budgetary Amendment 24T259/ Request for an Upgrade of current Forensic Interviewer /Outreach Worker To a Coordinator of The Child Advocacy Center/ Commissioner Department of Mental Health, Social Services and Youth Bureau Sara Servadio**
- 5. Approval/ Budgetary Amendment 24T262/ Increase of Temporary Budget Line/ Youth Bureau Director Janeen Cunningham**
- 6. Approval / Fund Transfer 24T264/ Reclassification Request of Lieutenant's Position To Deputy Sheriff First Sergeant Position/ Sheriff Kevin McConville**
- 7. Approval/ Fund Transfer 24T265/ Fill Position for Receptionist at Putnam Valley Friendship Center, Equivalent to Positions Existing at 3 other Office for Senior Resource's Sites/ Director of OSR Michael Cunningham**
- 8. FYI/ Accident Report**
- 9. FYI/ Incident Report**
- 10. Other Business**
- 11. Adjournment**

Pres.  
Sept. #3

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

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

**Tuesday 6:00p.m. August 13, 2024**  
**(Protective Services Mtg. will Immediately Follow)**

The meeting was called to order at 6:00PM by Chairman Jonke who requested Legislative Counsel Firriolo lead in the Pledge of Allegiance. Upon roll call Legislator Nacerino and Chairman Jonke were present. Legislator Castellano was absent. Chairman Jonke noted Legislator Castellano was running late, he arrived at 6:05p.m.

**Item #3 - Acceptance/Personnel Committee Meeting Minutes – July 9, 2024**

The minutes were accepted as submitted.

**Item #4 - Approval/ Fund Transfer 24T224/ Cover Sergeant Salary Shortage Due To Incorrect Placement/ Sheriff Kevin McConville**

Sheriff Kevin McConville stated the salary for the Sergeant was accidentally put into the wrong budget line.

Chairman Jonke questioned if this transfer will make the budget line whole through the end of the year.

Sheriff McConville stated yes, they believe this is a one (1) time transfer.

Chairman Jonke questioned if this will have any effect on next year.

Sheriff McConville stated no impact whatsoever.

Legislator Crowley thanked Sheriff McConville for providing more details on the fund transfer form.

Chairman Jonke made a motion to approve Fund Transfer 24T224; Seconded by Legislator Nacerino. All in favor.

**Item #5 - Overview of Complex Investigations and Case Preparation by the District Attorney's Office/ District Attorney Robert Tendy**

District Attorney (DA) Tendy stated it would be beneficial to inform the Legislature of the specific investigations the DA's Office is handling. He stated it is important for the Legislature

to know the types of cases that are coming into the County. He stated it would help provide a better perspective on the public safety and personnel issues that the DA refers to.

Chairman Jonke stated to protect the integrity and confidentiality, this conversation should be done in Executive Session.

DA Tandy agreed.

6:05PM - Chairman Jonke made a motion to enter Executive Session; Seconded by Legislator Nacerino. All in favor.

6:40PM - Chairman Jonke made a motion to exit Executive Session; Seconded by Legislator Nacerino. All in favor.

Chairman Jonke stated no action was taken in Executive Session.

**Item #6 - FYI/ Accident Report – Duly Noted**

**Item #7 - FYI/ Incident Report – Duly Noted**

**Item #8 - Other Business - None**

**Item #9 - Adjournment**

There being no further business at 6:42PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Administrative Assistant Ed Gordon.

THE PUTNAM COUNTY LEGISLATURE

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**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**

**6:00p.m.**

**August 13, 2024**

**(Protective Services Mtg. will Immediately Follow)**

- 1. Pledge of Allegiance**
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- 8. Other Business**
- 9. Adjournment**

**MICHAEL J. LEWIS**  
COMMISSIONER OF FINANCE



*cc: all  
Pers  
ATA  
9/23*

**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

**DEPARTMENT OF FINANCE**

*Approval  
#4*

**MEMORANDUM**

**TO:** Diane Schonfeld, Legislative Clerk  
**FROM:** Michael J. Lewis, Commissioner of Finance – MJL  
**RE:** Budgetary Amendment – 24T259  
**DATE:** August 28, 2024

2024 AUG 29 AM 10:20  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of the Department of Mental Health, Social Services and Youth Bureau, the following budgetary amendment is requested.

**GENERAL FUND**

**INCREASE APPROPRIATIONS:**

22070000 51000 (104)	PERSONNEL SERVICES - COORDINATOR OF CAC	3,118.00
		\$ 3,118.00

**DECREASE APPROPRIATIONS:**

22071000 51000 (104)	PERSONNEL SERVICES - FORENSIC INTERV / COMM OUT WKR	3,118.00
		\$ 3,118.00

2024 Fiscal Impact \$ 0  
2025 Fiscal Impact \$ 0

Please refer to the attached memorandum from Commissioner Servadio requesting the upgrade of the current Forensic Interviewer / Outreach Worker to Coordinator of the Child Advocacy Center and the detailed analysis from Fiscal Manager Wunner regarding this personnel change.

KEVIN BYRNE  
*County Executive*

SARA SERVADIO  
*Commissioner*

NICOLLE MCGUIRE  
*Deputy Commissioner*



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

DATE: August 28, 2024

TO: Paul E. Jonke, Chair  
Personnel Committee

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

SUBJECT: CAC Position Upgrade

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Together with Personnel Officer Paul Eldridge and CAC Director Marla Behler, your approval is requested for the upgrade of the current **Forensic Interviewer / Outreach Worker** position to **Coordinator of Child Advocacy Center**. This position will continue to serve as the primary forensic interviewer in addition to playing a crucial role in the success of the CAC. Additional responsibilities include supervising victim advocates, implementing prevention programs, and managing team communication.

The upgrade of this position will ensure that the Child Advocacy Center can recruit at a higher lever with an advanced degree and is equipped with the necessary expertise to provide the best possible response to child abuse cases and support victims.

This position was vacated mid-January 2024 and with a target hire date of October 15, 2024 at an increased rate of \$85,000, funding exists within the **Forensic Interviewer / Outreach Worker** personnel services position number to offset this proposed increase with no fiscal impact to 2024. A budgetary amendment is required to accurately align the increased role and responsibilities against the two 100% funded grants awarded to the CAC.

It is respectfully requested this matter be placed on the agenda for the next meeting of the appropriate committee. Thank you for your time and consideration.

Attachments:

2024 Fiscal Impact on Upgrade to CAC Program Coordinator  
NYS Office of Temporary and Disability Assistance Memo  
Coordinator of Child Advocacy Center (CAC) Job Specification

cc: Michael Lewis, Commissioner of Finance  
Paul Eldridge, Personnel Officer  
Nicolle McGuire, Deputy Commissioner of Social Services & Youth Bureau  
Marla Behler, Program Director CAC  
 Kristen Wunner, Fiscal Manager of Mental Health, Social Service & Youth Bureau

Personnel Committee Meeting - September 5, 2024  
 2024 Fiscal Impact on Upgrade to CAC Program Coordinator

Title	Position Number	Current Salary	Proposed Salary	Salary Allocations		
				22070000	22071000	FY24 Expense
Forensic Interviewer / Outreach Worker	601302104	\$ 58,756.00	\$ -	OCFS Grant	OVS Grant	1/1-12/31
TBH Coordinator of Child Advocacy Center	TBD	\$ -	\$ 85,000.00	\$ 5,875.60	\$ 52,880.40	\$ 5,544.66
			\$ 85,000.00	\$ 17,000.00	\$ 68,000.00	\$ -
			\$ 85,000.00			\$ 18,167.94
						\$ 23,712.60

Position is currently titled Forensic Interviewer / Community Outreach Worker  
 Position is currently allocated 90% OVS & 10% OCFS  
 Position will become 80% OVS & 20% OCFS  
 Budgetary Amendment required to transfer OVS allocation to OCFS



**Office of Temporary  
and Disability Assistance**

KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Acting Commissioner

SENT ELECTRONICALLY

May 3, 2024

Patricia Rau  
Sr. Personnel Specialist  
Putnam County Personnel Department  
110 Old Route 6, Building #3  
Carmel, NY 10512

Dear Patricia Rau:

The following position specification has been approved for use in the Putnam County Department of Social Services:

Coordinator of Child Advocacy Center

This position specification is now on file with the New York State Office of Temporary and Disability Assistance (OTDA).

If you need further assistance, please feel free to contact me in the Bureau of Human Resources at (518) 402-3991.

Sincerely,

Matthew Rider  
Associate Director of Human Resources 2

Enclosure

COORDINATOR OF CHILD ADVOCACY CENTER (CAC)

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Director of Child Advocacy Program, the Coordinator of CAC will manage the CAC's Multidisciplinary Team (MDT) and oversee all community outreach initiatives. This includes maximizing communication and team relations among interagency partners, as well as ensuring smooth engagement by all MDT partners in joint investigations of child physical abuse, sexual assault, and neglect cases. The Coordinator of CAC is also responsible for creating and maintaining a trauma-informed environment, ensuring that all interactions with child victims and team members are conducted sensitively and supportively to minimize re-traumatization and vicarious trauma. The Coordinator provides direct supervision and oversight to direct service staff at the CAC, focusing on teambuilding, professional development, training, and accountability. Additional duties include community outreach in the form of developing social media management, educational materials, trainings, special events, etc. After hours and weekend work is required for events, trainings, and case coverage. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates and facilitates CAC's Multidisciplinary Child Abuse Team (MDT);  
Coordinates interview scheduling, case coverage, and case management with all parties including but not limited to law enforcement, mental health providers, and other CAC staff;  
Facilitates monthly case reviews of all CAC cases handled by the MDT team, providing documentation as needed;  
Ensures that follow-up issues at the end of the case review are communicated to all relevant members of the MDT to facilitate resolution;  
Conducts sensitive and through forensic interviews of children and adolescents;  
Develop, schedule, and provide educational presentations to the public;  
Develops and schedules trainings for a variety of parties including other agencies, law enforcement, and health providers;  
Maintain all required documentation in program data base;  
Facilitates and documents core team meetings and on-site interdisciplinary meetings;  
Provides supervision and oversight to the CAC direct service staff including Victim Advocates and clinicians;  
Attend specialist trainings and peer review meetings as needed to stay current on best practices and trends in the field;  
Coordinate and facilitate peer review meetings with other team members who conduct forensic interviews;  
Assists Director of CAC with training and orientation of staff and new MDT members;  
Manages social media and assists with prevention and community outreach efforts targeted at reducing future child abuse and neglect;  
Works to promote the Child Advocacy Center, its goals and its mission, including public speaking, organizing special events, and representing agency at various venues;  
Assists Director of CAC with student intern/volunteer program;  
Assists Director of Child Advocacy Program with administrative tasks as needed;  
Transports children to appointments and/or court as needed;  
Attends off-site meetings, trainings, and events;  
Performs a variety of related activities as required.

APPROVED BY NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE  
REVIEWER: Man  
DATE: 5/1/24 COUNTY: Putnam

Pg 1 of 2

--over--

COORDINATOR OF CHILD ADVOCACY CENTER (CAC) (cont'd)

*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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of child abuse dynamics and its impact on children; good knowledge of the Multidisciplinary Team (MDT) approach in the investigation of child abuse/neglect; good knowledge of community service agencies and programs that work with victims of child abuse and their families; good knowledge of the process of investigating a child abuse case through law enforcement, child protective services, and court systems; good knowledge of applicable state and federal laws; good knowledge of social media; ability to work in a cooperative manner with diverse professional groups; ability to plan, organize, coordinate, administer and evaluate the effectiveness of programs; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; facilitation skills; collaborative management approach; ability to problem solve; ability to operate a personal computer and utilize common office software programs; ability to prepare education materials, including curricula, pamphlets, exhibits, and audio-visual presentations; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to establish and maintain effective relations with community agencies; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; ability to speak well in public; resourcefulness, courtesy; tact. good listening skills, social perceptiveness; confidentiality; good judgment.

MINIMUM QUALIFICATIONS:

Master's degree or higher in social work, counseling, psychology, criminal justice, human services, or a closely related field, and two (2) years of paid experience in an agency whose duties shall have involved counseling, case management, case supervision, or investigations involving child abuse, one (1) of which must have involved supervision

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:

1. Incumbents must become certified forensic interviewers within the first six (6) months. If said certification is not available within the first six months, incumbent may have an additional six (6) months.
2. A state and/or national fingerprint supported background investigation is required before an appointment is made. The applicant will be responsible to pay the Division of Criminal Justice Services fee for this search.
3. 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.

APPROVED BY NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE

REVIEWER: [Signature]  
DATE: 5/3/24 COUNTY: Peterson

MICHAEL J. LEWIS  
COMMISSIONER OF FINANCE



*cc all  
Pers  
AVA  
9/5/24*

KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

*Reso*

*Approval  
#5*

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24T262**  
DATE: August 29, 2024

2024 AUG 29 AM 11:29  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Youth Director of the Youth Bureau, the following budgetary amendment is requested.

**GENERAL FUND**

**INCREASE APPROPRIATIONS:**

10731000 51094	TEMPORARY	3,500.00
		<u>\$ 3,500.00</u>

**DECREASE APPROPRIATIONS:**

10087000 51000 (103)	PERSONNEL SERVICES- YOUTH PRGM SPECIALIST	1,400.00
10731000 51000 10114 (103)	PERSONNEL SERVICES- YOUTH PRGM SPECIALIST	2,100.00
		<u>\$ 3,500.00</u>

2024 Fiscal Impact \$ 0  
2025 Fiscal Impact \$ 0

Please refer to the attached memorandum from Youth Director Cunningham requesting the increase of the temporary budget line for maternity leave coverage.

**KEVIN BYRNE**  
*County Executive*

**SARA SERVADIO**  
*Commissioner*

**NICOLLE McGUIRE**  
*Deputy Commissioner*



**JANEEN CUNNINGHAM**  
*Executive Director*

**KIMBERLY REALBUTO**  
*Deputy Director*

## **YOUTH BUREAU**

TO: Kevin Byrne  
County Executive

FROM: Janeen Cunningham *JMC*  
Youth Director

DATE: August 26, 2024

RE: Vacant position due to maternity leave

Kimberly Flynn, Youth Program Specialist will be expecting a baby due November 2<sup>nd</sup>, 2024. The Youth Bureau Department will need coverage for youth programs while she is on maternity leave. I am requesting to be put on the September Legislative Personnel committee agenda to address moving \$3,500 from Kim Flynn's budget line. Kim's position number is 731013103 to a temporary budget line 10731000 51094. This will cover Kim Flynn being on maternity leave from approximately October 14 to December 31, 2024. The position will be covered by Naomi Bowen, Youth Aide. Naomi currently makes \$22/hour and I would increase her salary to the Youth Program Specialist rate at \$32.50/hour working 28 hours a week.

Thank you in advance and please let me know if you have any questions.

cc: Paul Eldridge, Personnel Director  
Sara Servadio, Commissioner  
Nicolle McGuire, Deputy Commissioner

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers. 9/5/24  
A+A  
9/23/24*

RESO  
APPROVAL  
#6

**TO: Commissioner of Finance**  
**FROM: Michael Lewis**  
**DEPT: Commissioner of Finance**  
**DATE: August 30, 2024**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
17311000-51000 <i>Road</i> Sheriffs Personnel (149)	17311000-51000 <i>Road</i> Sheriffs Personnel (176)	\$50,407.00	Reclass Dep Sheriff Lieut. to Dep. Sheriff 1 <sup>st</sup> SGT
		<u>                    </u> \$50,407.00	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2024 Fiscal Impact \$\_0\_  
2025 Fiscal Impact \$\_0\_

\_\_\_\_\_  
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

2024 AUG 30 AM 11:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

*24T264*



**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**



**THOMAS H. LINDERT**  
UNDERSHERIFF

August 29, 2024

**TO:** Mr. Paul Jonke, Chairman – Personnel Committee  
**FROM:** Sheriff Kevin McConville  
**SUBJECT:** Reclassification Request of Lieutenant's Position

I am requesting that the referenced reclassification be placed on the September 5<sup>th</sup>, 2024, Agenda.

The member who has held the rank of lieutenant has voluntarily demoted himself to the rank of deputy sheriff.

The Civil Service list for this position has expired. At the time of the expiration there were four (4) names on the list, one of which was the Member who had accepted the position and since voluntarily demoted himself.

A query of the Members whose names appeared on the list, as well as others that would be eligible to take a promotional exam indicated that no one was willing to accept a promotion to the rank of lieutenant. The reasons cited were the current pay rate, lack of overtime, lack of ability to accrue compensatory time, and lack of union representation. The reclassification of the lieutenant position to first sergeant would mean a return from management to union classification, thereby making the position viable.

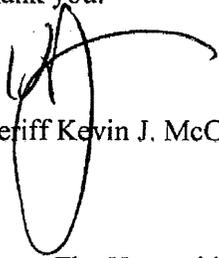
Therefore, I am requesting that the position (311017149) be reclassified as a First Sergeant's position. There is currently an active Civil Service list with six (6) qualified Members on it.

The second first sergeant position shall be assigned to the Patrol Division, providing the Commanding Officer with a ranking sergeant to assist him/her in his duties and responsibilities. Additionally, it shall provide a direct chain-of-command structure in the absence of the Commanding Officer.

There shall be a savings fiscally for the reclassification. The current lieutenant's position carries a salary of \$133,888.000 and a First Sergeant position carries a salary of \$127,119.00 for the FY 2024.

This request has been approved by the following; Personnel and Finance Departments.

Thank you.

A handwritten signature in black ink, appearing to be 'K. McConville', written over a large, vertically-oriented oval shape.

Sheriff Kevin J. McConville

cc: The Honorable Joseph Castellano  
The Honorable Ginny Nacerino  
Undersheriff Thomas Lindert

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel Officer

August 26, 2024

Classification/Reclassification Notice

Kevin McConville  
Putnam County Sheriff

Via email

Sheriff McConville,

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- Job Classification Questionnaire (Form 220) Dated \_\_\_\_\_
- New Position Duties Statement (Form 222) Dated 8/22/24
- Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Deputy Sheriff First Sergeant in the Competitive jurisdictional classification. Please see requirements below.

Please Note:

- 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 or agency.
- Non-Competitive Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Labor Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Exempt Jurisdictional Classification requires:  
Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

In order to best assess next steps, we will need some information from your department. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

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

Sincerely,

  
Patricia Rau  
Senior Personnel Specialist

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers. a/s  
A+A  
9/23  
Reso  
Approval  
#7*

**TO: Commissioner of Finance**

**FROM: Michael Cunningham**

**DEPT: OSR**

**DATE: 8/30/24**

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10677200 51000 (115) Personnel Services Aging Services Aide	10677200 51000 (152) Personnel Services Office Assistant	\$10,927.42	To fill position for qualified receptionist at PV Friendship Center equivalent to positions at existing OSR's 3 other sites
10677900 51094 Temporary	10677200 51000 (152) Personnel Services Office Assistant	902.21	
		<u>\$ 11,829.63</u>	

2024 AUG 30 AM 11:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

20\_\_24\_\_ Fiscal Impact \$     -0-    

20\_\_25\_\_ Fiscal Impact \$     -0-    

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

**AUTHORIZATION: (Electronic signatures)**

\_\_\_\_\_  
Date                      Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

\_\_\_\_\_  
Date                      County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

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

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

*24T265*

Kevin M. Byrne  
County Executive



PUTNAM COUNTY  
**Office For  
Senior Resources**  
LIVING OUR FUTURE

Michael  
Cunningham  
Director

## MEMORANDUM

DATE: 8/21/24

TO: James Burpoe, Michael Lewis, Paul Eldridge

CC: Marlene Barrett, Thomas DeMarchi

FROM: Michael Cunningham 

RE: OSR 2024 Budget – proposed Personnel Change

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OSR proposes the following change for its 2024 budget. This item had been previously submitted to Paul Eldridge as an anticipated item for the OSR 2025 Budget. This request for 2024 has now been triggered by the retirement of the incumbent effective 8/30/24. We wish to submit this request to the upcoming September 2024 Putnam County Legislature Personnel Committee (or other such other Committee as deemed appropriate). The following summarizes the request:

**“Convert” existing F/T Aging Services Aide (Grade 2) position to Office Assistant (Competitive Grade 5) (P/T 25 hours, no benefits)**

- a. To be offset through elimination by retirement of 1 x Aging Services Aide (Non- competitive Grade 2) (F/T 35 hours, benefits) who has been working out of title in this capacity upon transfer from the Health Department several years ago.
- b. Retirement effective August 30<sup>th</sup>, 2024. Prorated fiscal impact for 3 months, October through December 2024.
- c. Net fiscal impact:
  - i. -10 hours; -1 x benefits resulting from the proposed “conversion”
  - ii. Reduced cost: (\$5,598.80); please see analysis summary below.
- d. Program rationale: OSR needs qualified receptionist at our Putnam Valley Friendship Center, equivalent to positions existing at OSR’s 3 other sites.
- e. Note that this proposed personnel change will carry over to the 2025 fiscal year and is already proposed in the 2025 budget.
- f. Form 222A submitted to Personnel

Total cost decrease: ~\$5,598.80

**Putnam County Office for Senior Resources  
Proposed Personnel Change for 2024 Budget**

Working days 261  
 35 hrs/wk 1827  
 30 hrs/wk 1566  
 27.5 hrs/wk 1435.5  
 25 hrs/wk 1305

FTFB 58.84% Blended rate used for OSR reporting  
 PTFB Various rates received from S. Barrett

Putnam Valley Front Desk		Grade	Hrs	Annual Salary	F/B	Total Comp	Monthly	Oct. - Dec. 2024
Current	Aging Services Aide	2	35	43,829.00	24,798.72	68,427.72	5,702.31	
Proposed	Office Assistant	5	25	29,350.00	16,682.54	48,032.54	3,838.05	
	<b>Net Adjustment</b>			<b>(14,279.00)</b>	<b>(8,116.18)</b>	<b>(22,395.18)</b>	<b>(1,868.27)</b>	<b>(5,508.80)</b>

\*\*Please note that estimated F/B cost used based on an existing PT office assistant at the same amount of working hours.

**Personnel Committee Mtg.**  
**September 5, 2024**  
**#8**

**FYI/Accident Report**

**Personnel Committee Mtg.  
September 5, 2024  
#9**

**FYI/ Incident Report**