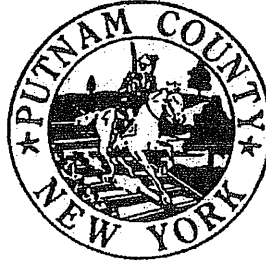


THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	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 Addonizio & Gouldman

Tuesday 6:00p.m. **March 11, 2025**

(Protective Services Mtg. to Immediately Follow)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes/December 10, 2024**
- 4. Approval/ Budgetary Transfer 25T052/Real Property – Funds to Extend Temporary Part-Time Employee, Clerk/ Director Real Property Trish McLoughlin**
- 5. Approval/ Budgetary Amendment 25T053/ DSS – Reclass Temporary Youth Aid to a Part-Time Youth Program Specialist/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio**
- 6. Approval/ Budgetary Amendment 25T054/ DSS – Paralegal Position – Salary/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio**
- 7. Approval/ Budgetary Amendment 25T055/ DSS - Salary Increase Child Support Specialist I/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio**
- 8. FYI/ Accident Report**
- 9. FYI/ Incident Report**
- 10. Other Business**
- 11. Adjournment**

Rev.
march

#3

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

Members: Chairman Jonke, Legislators Castellano & Nacerino

Tuesday

December 10, 2024

(Immediately Followed the 6:15p.m. Special Full Meeting)

The meeting was called to order at 6:44PM by Chairman Jonke who requested Legislative Counsel Firriolo lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

Item #3 - Approval/ Local Law Establishing the 2025 Salary of Certain Elected Officials Serving for Fixed Terms

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

Legislator Ellner stated for the record, as a Legislator he has refused the Cost-of-Living Adjustment (COLA) increases. He explained that he has sent a letter to the Commissioner of Finance stating he will maintain the same salary he had from when he was first elected.

Legislator Crowley stated she will be doing the same.

Chairman Jonke made a motion to Approve Local Law Establishing the 2025 Salary of Certain Elected Officials Serving for Fixed Terms; Seconded by Legislator Nacerino. All in favor.

Item #4 - Approval/ Local Law Establishing the 2025 Salaries of Certain Appointed Officers Serving for Fixed Terms

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

Chairman Jonke made a motion to Approve Local Law Establishing the 2025 Salaries of Certain Appointed Officers Serving for Fixed Terms; Seconded by Legislator Castellano. All in favor.

Item #5 - Approval/ 2025 Salaries for Officers and Employees Paid from County Funds

Chairman Jonke made a motion to Approve 2025 Salaries for Officers and Employees Paid from County Funds; Seconded by Legislator Nacerino. All in favor.

Item #6 - Approval/ Fund Transfer 24T466/ Cover September through December 2024 Overtime Costs incurred due to Correction Officer (CO) Vacancies/ Sheriff Kevin McConville

Chairman Jonke requested Sheriff McConville speak to his request.

Sheriff McConville stated they have eight (8) CO vacancies. He stated they are having great difficulty filling them. He spoke to the actions they are taking to try to find candidates. He stated many of the applicants have not been able to get past the background check. He stated they are working with the Personnel Office to amend the background process, to reduce expending funds on the background checks. He stated the fund transfer request is to use unused salary funds to cover the Overtime that has occurred due to the vacancies. He explained they are required to maintain certain staffing in specific situations. He continued to speak to some of the current scenarios.

Legislator Castellano stated it is such an unpredictable component, that there is really no way to plan ahead for it. He stated it is good to see that this request has a zero fiscal impact.

Legislator Ellner questioned if the Sheriff believed if the cost of the County's Health Insurance employee contribution was reduced would that help in attracting candidates.

Sheriff McConville confirmed that he believed that would help.

Chairman Jonke made a motion to Approve Fund Transfer 24T466/ Cover September through December 2024 Overtime Costs incurred due to Correction Officer Vacancies; Seconded by Legislator Nacerino. All in favor.

Item #7 - Approval/ Budgetary Transfer 25T001/ Funding for 2025 Salary and Benefit Costs Pursuant to the Ratified Contract Settlement Between Putnam County and Putnam County Sheriff's Employees Association, Inc. (PCSEA)/ Commissioner of Finance Michael Lewis

Chairman Jonke stated Commissioner of Finance Lewis was not present. He requested that Sheriff McConville speak to this agenda item.

Sheriff McConville stated a fair and equitable contract was negotiated very quickly for both the County and the Correction Employees. He recognized and thanked all those who contributed, Personnel Officer Eldridge, the Sheriff's Office Legal Counsel and County Executive Byrne's Administration and the PCSEA. He stated they realized collectively that financial changes needed to be made to the Correction Officer positions to make it more attractive to those seeking employment in the Corrections Field.

Legislator Nacerino stated for the record the monies were encumbered in advance in anticipation of a settlement of the contracts.

Chairman Jonke made a motion to Approve Budgetary Transfer 25T001/ Funding for 2025 Salary and Benefit Costs Pursuant to the Ratified Contract Settlement Between Putnam County and Putnam County Sheriff's Employees Association, Inc; Seconded by Legislator Castellano. All in favor.

Item #8 - Approval/ Budgetary Transfer 25T002/ Department of Mental Health (DMH)/ DMH 2025 Budget Funding for the Purpose of Training Newly Hired Children's SPOA (Single Point of Access) Coordinator/ Commissioner DSS, Mental Health and Youth Bureau Sara Servadio

Commissioner DSS, Mental Health and Youth Bureau Sara Servadio stated an employee who has been the only person to hold the Children's Mental Health Coordinator position, will be retiring. She stated they have recruited a local worker to fill said position. She stated this is a request for funds to pay the incumbent to come in on a part-time basis through to the end of February to assist with training and the transition on the new employee.

Chairman Jonke stated he wanted to clarify that this is a request that would affect the 2025 budget.

Chairman Jonke made a motion to Approve Budgetary Transfer 25T002/ Department of Mental Health (DMH)/ DMH 2025 Budget Funding for the Purpose of Training Newly Hired Children's SPOA Coordinator; 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

- a. **Approval/ Budgetary Amendment 25T003/ Change the Title on Vacant Position at the Request of the Director of Information Technology
Thomas Lannon**

Director of Information Technology Thomas Lannon stated this request is because the title of the position no longer matched the responsibilities of the position. He stated the request of the position be reclassified from an Account Clerk position to an Information Technology Operations Assistant position. He stated that is an established position the County already has. He stated the reclassified position would start at a Grade 8 Step 1.

Legislator Castellano questioned if there is a candidate for the reclassified position.

Director of Information Technology Thomas Lannon stated they do not have a candidate yet.

Legislator Castellano questioned if this position requires an exam.

Director of Information Technology Thomas Lannon stated it does require an exam, and there is no established list of candidates right now.

Chairman Jonke made a motion to Approve Budgetary Amendment 25T003/ Change the Title on Vacant Position; Seconded by Legislator Castellano.

**b. Verbal Update/ Interim Commissioner of Health/ Public Health Director/
Personnel Officer Paul Eldridge**

Chairman Jonke made a motion to Waive the Rules and Accept the Other Business; Seconded by Legislator Castellano. All in favor.

Personnel Officer Paul Eldridge stated he wanted to provide an update on the leadership in the County's Health Department. He stated as everyone is aware Dr. Michael Nesheiwat has been serving as the Interim Commissioner of Health for Putnam County. He stated they have not been successful in recruiting a physician to replace Dr. Nesheiwat. He stated so they advertised for both a Commissioner of Health and a Public Health Director, which the Legislature was notified about that. He stated a County with less than 250,000 population are not required to have a Commissioner of Health. He stated any candidate for either position must be vetted through the New York State Department of Health, which takes approximately one (1) month. He stated there was a top candidate for the Public Health Director of which interviewed with the County Executive, and Dr. Nesheiwat who both concurred that the individual was an excellent choice. He stated all the necessary paperwork was submitted to the New York State Department of Health. He stated on December 5th they received a response from the Commissioner of the New York State Department of Health stating said candidate was fully vetted and qualified and they supported the appointment of the individual. He stated the practical issue is this occurred after the approval of the 2025 budget, and the title in said budget is Commissioner of Health. He stated the current Interim Commissioner of Health, Dr. Nesheiwat, is able to continue in that role, he will continue until such time they are able to bring forward the individual who would fill the Public Health Director position. He stated the title change in the 2025 budget, cannot be done until 2025. He clarified the funding was accounted for in the 2025 budget. He stated as a reminder, if a County has a Public Health Director, there also needs to be a medical consultant. He stated the medical consultant will be Dr. Nesheiwat and the required funding to cover that was planned for and approved. He stated the Medical Consultant could be a position or a contracted position. He stated they will come to the Legislature in 2025 with this request.

Chairman Jonke suggested once the Chairperson to the Legislature is appointed at the 2025 January Organizational meeting, a memorandum requesting the matter be addressed by the Personnel Committee be submitted to the Legislature.

Legislator Nacerino questioned in the Medical Consultant position, which Dr. Nesheiwat will fill, will it be full-time or on a per-diem basis.

Personnel Officer Eldridge stated it would be a part-time position.

Legislator Nacerino requested the exact title of the new position be stated and will the salary be the same as the salary Dr. Nesheiwat has been receiving as the Interim.

Personnel Officer Eldridge stated the position title is Public Health Director, the salary will be lowered. He stated with this change the estimate is that there will be an approximate \$50,000 savings to the County.

Legislator Ellner questioned if Dr. Nesheiwat in the new position of Medical Consultant position would be considered Part- Time or Less than Full- Time. He explained he is asking that in relation to if he would be receiving benefits.

Personnel Officer Eldridge stated Dr. Nesheiwat needs to decide if he will be retiring or continue as an employee, that has not been confirmed as of yet.

Legislator Montgomery questioned how long the appointment of the Public Health Director is.

Personnel Officer Eldridge stated per Public Health Law section 351.5, it is a six (6) year term.

Item #12 – Adjournment

There being no further business at 7:09PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

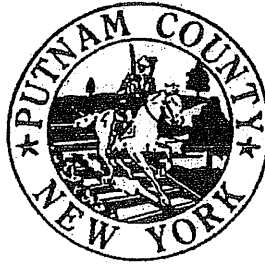
THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

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

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



Nancy Montgomery Dist. 1
William Gouldman Dist. 2
Toni E. Addonizio Dist. 3
Laura E. Russo Dist. 4
Greg E. Ellner Dist. 5
Paul E. Jonke Dist. 6
Daniel G. Birmingham 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 10, 2024

(To Immediately Follow 6:15p.m. Special Full Mtg.)

1. Pledge of Allegiance
2. Roll Call
3. Approval/ Local Law Establishing the 2025 Salary of Certain Elected Officials Serving for Fixed Terms
4. Approval/ Local Law Establishing the 2025 Salaries of Certain Appointed Officers Serving for Fixed Terms
5. Approval/ 2025 Salaries for Officers and Employees Paid from County Funds
6. Approval/ Fund Transfer 24T466/ Cover September through December 2024 Overtime Costs incurred due to Correction Officer Vacancies/ Sheriff Kevin McConville
7. Approval/ Budgetary Transfer 25T001/ Funding for 2025 Salary and Benefit Costs Pursuant to the Ratified Contract Settlement Between Putnam County and Putnam County Sheriff's Employees Association, Inc. (PCSEA)/ Commissioner of Finance Michael Lewis
8. Approval/ Budgetary Transfer 25T002/ Department of Mental Health (DMH)/ DMH 2025 Budget Funding for the Purpose of Training Newly Hired Children's SPOA Coordinator/ Commissioner DSS, Mental Health and Youth Bureau Sara Servadio

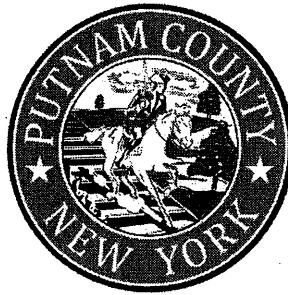
9. FYI/ Accident Report

10. FYI/ Incident Report

11. Other Business

12. Adjournment

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

cc: all
Pers. 3/11/25
AJA

2000
#4

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Transfer – 25T052**
DATE: March 3, 2025

2025 MAR -4 PM 2:02
LEGISLATURE
PUTNAM COUNTY
CARNEL, NY

At the request of the Real Property Services Director, the following budgetary transfer is recommended.

Increase Appropriations:

10135500 51094 Temporary \$ 14,463.00

Decrease Appropriations:

10135500 51000 (105) Personnel Services \$ 14,463.00
sr. office assistant

Fiscal Impact - 2025 - \$0
Fiscal Impact - 2026 - TBD

Please refer to the Real Property Director's attached memorandum and analysis regarding the transfer of vacancy savings to extend funding for their PT Temporary Clerk position through the end of the year.



MEMORANDUM

TO: MICHAEL LEWIS, COMMISSIONER OF FINANCE
FROM: TRISH MCLOUGHLIN, REAL PROPERTY DIRECTOR
RE: TRANSFER OF FUNDS FOR TEMPORARY POSITION
DATE: 03/03/2025

I would like to request a funds transfer from our 51000 line (Personnel) to our 51094 (Temp) line to fund the extension of our temporary, part time employee, CLERK PT. This money is the savings from the funds budgeted for the former Senior Office Assistant vs. the salary of the newly hired Senior Office Assistant.

Our CLERK PT has been quite a beneficial addition to our office since covering for our former Senior Office Assistant's abrupt exit, in that her title search background has added an element of expertise to our mapping/deed suite. Our CLERK PT has already assisted our law department, as well as our County Clerk's office, and has been greatly helping the public with issues that sometimes go beyond the typical scope of work of our office. She utilizes her own working knowledge in calming, guiding and assisting constituents who might otherwise be getting frustrated with being sent to multiple offices. She is only available part-time right now, so could not be considered for the full-time Sr Office Asst. position that we just filled.

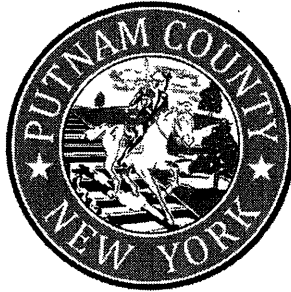
We do not want to lose our CLERK PT position for the above-mentioned reasons, however, in addition to those reasons, as a Department Head, I also have to consider the future of the office, in its function and employment. Having only 3 people in the office gets difficult at times, and with 4 busy tax cycles, two of them involving printing and billing, it is helpful to have the extra set of hands, even if it is just on a part time basis. Our CLERK PT will also be available should our newest hire, who is young and may consider a family down the road, decide to take some maternity leave. Our CLERK PT could jump in full-time for a designated time period. I think it would be a very wise choice to keep our specific CLERK PT on in this office, part time. I will request funds for this part-time position going forward in my 2026 budget, modifying other expenditures to help with this goal, for all of the reasons above. Thank you.

	Period Covered	Budget amount	Daily Rate	
FT Position #135510105	1/1/2025-2/7/2025 Vacancy Savings	\$ 55,097.00	\$ 211.10	\$ 5,911.00 28 days
PT Temp	2/10/2025-12/31/2025 Estimated	\$ 45,517.00	\$ 36.70	<u>8,552.00</u> 233 days
				\$ 14,463.00

cc: all
Pers 3/11/25
A&P

Reso
#5

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Amendment –25T053**
DATE: March 3, 2025

2025 MAR -4 PM 2:03
LEGISLATURE
PUTNAM COUNTY
CORNELIUS NY

At the request of the Commissioner at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

10731000 51000	(105)	PERSONNEL SERVICES	Youth Program Specialist	\$	22,874.00
10731000 51000 10114	(105)	PERSONNEL SERVICES		\$	15,249.00
				\$	38,123.00

DECREASE APPROPRIATIONS:

10731000 51000 10114 (103)		PERSONNEL SERVICES		\$	6,529.00
10087000 51000 (103)		PERSONNEL SERVICES		\$	4,353.00
10731000 51094		TEMPORARY		\$	9,578.00
10731000 51094 10114		TEMPORARY		\$	8,437.00
10087000 51094		TEMPORARY		\$	9,226.00
				\$	38,123.00

2025 Fiscal Impact \$ 0
2026 Fiscal Impact \$ 20,648

Please refer to the attached memorandum from Commissioner Servadio and salary analysis from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

March 3, 2025

TO: Paul Jonke, Chair Personnel Committee

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

SUBJECT: Youth Bureau 2025 Budgetary Amendment

The Youth Bureau is seeking approval for the conversion of a budgeted temporary **Youth Aid** to a part-time **Youth Program Specialist**. The current Youth Aid position holder has expanded many programs including but not limited to:

- Building Bridges, Mini Building Bridges, and Mini Bridge Builder's Art programs
- Implementation of Youth Bureau Holiday Market
- Artwork for the Parents as Driving Partners Initiative

This position will continue to work 28 hours per week with additional responsibilities including but not limited to coordinating the Youth Forum, Youth Business Market and the Youth Council Program.

To support the increase, funds are being repurposed from unused funds due to a Youth Program Specialist vacancy and excess temporary funds directly related to this conversion request.

Thank you for your time and consideration of this request.

Attachments:

Youth Program Specialist Fiscal Analysis

cc: Janeen Cunningham, Youth Bureau Director
Paul Eldridge, Personnel Officer
Michael Lewis, Commissioner of Finance
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau
Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

Youth Program Specialist Fiscal Analysis

March 2025 Personnel Committee Meeting

Increase Appropriations:

<u>Title</u>	<u>Position Number</u>	<u>Youth Bureau</u> <u>10731000</u>	<u>Salary Allocations</u> <u>Mentoring</u> <u>10731000.10114</u>	<u>Youth Court</u> <u>10087000</u>	<u>Total*</u>
Youth Program Specialist	TBD	\$ 22,874.00	\$ 15,249.00	\$ -	\$ 38,123.00
		\$ 22,874.00	\$ 15,249.00	\$ -	\$ 38,123.00

*Assuming effective date of 4/1/25

Decrease Appropriations:

<u>Title</u>	<u>Position Number</u>	<u>Youth Bureau</u> <u>10731000</u>	<u>Salary Allocations</u> <u>Mentoring</u> <u>10731000.10114</u>	<u>Youth Court</u> <u>10087000</u>	<u>Total</u>
Youth Program Specialist (OPEN*)	731013103	\$ -	\$ 6,529.00	\$ 4,353.00	\$ 10,882.00
Youth Aid (Temporary)	51094	\$ 9,578.00	\$ 8,437.00	\$ 9,226.00	\$ 27,241.00
		\$ 9,578.00	\$ 14,966.00	\$ 13,579.00	\$ 38,123.00

*Represents open head 1/1-2/24

"2025 CSEA Salaries" in Memorandum of Agreement dated December 19, 2024 are used for this analysis.

PAUL ELDRIDGE
PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

February 12, 2025

Classification/Reclassification Notice

Janeen Cunningham
Executive Director of the Putnam County Youth Bureau

Dear Ms. Cunningham,

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 2/11/2025 submitted on behalf of Youth Aide, [REDACTED]
- New Position Duties Statement (Form 222) Dated _____
- 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 Youth Program Specialist 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/agency. 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,

A handwritten signature in black ink that reads "Virginia Redlon".

Virginia Redlon
Senior Personnel Specialist

Putnam County Personnel Department
Classification/Reclassification Checklist

Name: Janeen Cunningham

Title: Youth Bureau Director

Municipality: Putnam County

Department: Youth Bureau

Preferred contact information: _____

For employee title re-classification:

- We plan on moving forward with this classification. Please advise as to next steps.
- We have financial approval for this classification, please send the current eligible list/order exam.
- We do not plan on moving forward with this classification. Please advise as to next steps.
- We do not agree with this decision. Please advise as to next steps.

For new titles:

- We plan on moving forward with this classification.
- We have financial approval for this classification, please send the current eligible list/order exam.
- We have a provisional/internal applicant we would like to place in this position.
The name of the employee is _____
- We do not have an internal applicant and/or we would like to hold an Open Competitive Exam if there is no list.

The approved salary for this title is: Grade 15, step 1 = FTE. 8 = \$ 50,508.

Important Notes:

- Position(s) titles listed as PJC (pending jurisdictional classification) will require a request by our office to the New York State Civil Service Commission for approval to add such titles to the Putnam County Civil Service Rules and Appendices. Please contact our office for further guidance.
- Before appointing a provisional- please be sure that they meet the minimum qualifications. They will not be allowed to take the test if they do not meet the minimum qualifications.
- Provisional appointments will affect your employee probationary period. As per recent NYS legislation, *all* time spent as a provisional must count as part of the probationary period. Therefore, if an employee is provisional longer than the probationary period, once they receive their permanent appointment, they will be permanent and no longer on probation.

YOUTH PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF CLASS: Work involves responsibility for developing and implementing a variety of Youth Bureau programs and initiatives, e.g. Youth Court, Teens and Kids Mentoring Program, Adventure Camp, SIDNE, Pegasus,, Simulated Impaired Driving Experience (SIDNE), Youth Forum, Pegasus, etc. Specific program requirements, as well as review and oversight, may be provided by grant coordinators, on the state and/or regional level. Responsibilities involve providing leadership to program participants, program planning and implementation in accordance with state and/or other grant requirements and Youth Department policies and procedures. Work is performed under the general supervision of a higher-level Youth Bureau employee. Teamwork and ability to provide leadership to others is a requirement of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and implements innovative tools for specific Youth Bureau programs and initiatives, e.g. Adventure Camp, SIDNE, Pegasus, Youth Court, Mentor Program, etc., as assigned;

Works with youth to plan programs and events that spread the message of specific Youth Bureau programs and initiatives, e.g. Adventure Camp, SIDNE, Pegasus, Youth Court, Mentor Program, etc., as assigned;

Researches, using websites and available literature for information related to developing specific Youth Bureau programs and initiatives, e.g. Adventure Camp, SIDNE, Pegasus, Youth Court, Mentor Program, etc., as assigned;

Educates and empowers youth to execute the goals of Youth Bureau programs and initiatives, e.g. Adventure Camp, SIDNE, Pegasus, Youth Court, Mentor Program, etc., through regular meetings and related activities;

Assists youth participants in organizing meetings and activities;

Facilitates the development and maintenance of a youth-friendly, user-friendly website that provides information about Youth Bureau programs and initiatives, e.g. Adventure Camp, SIDNE, Pegasus, Youth Court, Mentor Program, etc., as well as other information that promotes youth development by organizing a technology committee comprised of youth;

Travels with youth to statewide and regional events and trainings;

Maintains youth membership information on a database;

Coordinates mailings and recruitment for events, programs, initiatives, and statewide events;

Performs a variety of related activities as required.

WHEN ASSIGNED TO THE TEEN AND YOUNG ADULT SAFE DRIVING PROGRAM

Coordinates with county law enforcement agencies including District Attorney and Probation to develop, implement, and maintain a Youth Driver Diversion Program;

Assists with expansion of SIDNE including creation of materials and training of new presenters;

Develops and implements a Teen Driving Court, including the pilot program and training coordinators and youth;

Coordinates with multiple programs and agencies both in and outside of the County to plan programs and events to meet program initiatives;

YOUTH PROGRAM SPECIALIST (cont'd)

- Establishes and maintains professional working relationships with a wide variety of persons and agencies, both in and outside of the County government;
- Creates and disseminates educational materials related to the program, for both print and digital medias;
- Reviews and updates existing driving-based materials including Teen Driving agreements and educational materials;
- Coordinates mailings and recruitment for events, programs and initiatives;
- Assists with expansion of SIDNE including creation of materials and training of new presenters;
- Sets program goals and analyses program progress, utilizing all available mediums, including program evaluations and statistics;

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 group facilitation skills; good knowledge of adolescent development; ability to use computers and computer software to create databases, mailings, and program-related documents and materials; ability to perform research on the Internet; ability to deal effectively with adolescent population; ability to establish and maintain effective working relationships with private and governmental officials and agencies; organizational ability; ability to be a good role model; ability to communicate effectively, both orally and in writing; emotional maturity, good judgment; discretion; tact; initiative; resourcefulness.

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree and one (1) year of paid or volunteer experience working with youth, which may have included at-risk youth, in educational, recreational or related setting; or
- b) Associate's degree or sixty (60) college credits and three (3) years of paid or volunteer experience working with youth, which may have included at-risk youth, in educational, recreational or related setting; or
- c) An equivalent combination of experience and training as described 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.

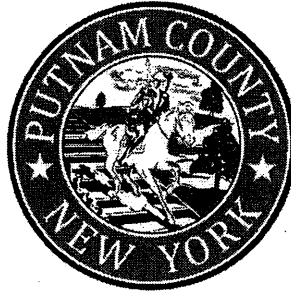
SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

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

cc: all
Peris 3-11-25
AVA

Reso
#6

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Amendment –25T054
DATE: March 3, 2025

2025 MAR -4 PM 2:04
LEGISLATURE
PUTNAM COUNTY
CARNEL, NY

At the request of the Commissioner at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

10120000 51000 (120)	PERSONNEL SERVICES	Personnel	\$ 16,368.00
			\$ 16,368.00

DECREASE APPROPRIATIONS:

10120000 51000 (118)	PERSONNEL SERVICES	Personnel	\$ 16,368.00
			\$ 16,368.00

2025 Fiscal Impact \$ 0
2026 Fiscal Impact \$ 16,368

Please refer to the attached memorandum from Commissioner Servadio and salary analysis from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

March 3, 2025

TO: Paul Jonke, Chair Personnel Committee

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

SUBJECT: DSS 2025 Budgetary Amendment

The Department of Social Services is seeking approval for an increase to an existing Paralegal position within the Legal unit. This request will elevate the current position holder to an appropriate salary level that is in direct relation to their current role and responsibilities as a key support to the Deputy County Attorney. Upon appointment of the Deputy County Attorney, this position has taken on a more in-depth role in the preparation and monitoring of administrative hearings, research of appeals and additional ad hoc sensitive legal tasks.

To support the increase, funds are being utilized from a vacant position within the Legal Unit that has historically had challenges with recruitment.

Thank you for your time and consideration of this request.

Attachments:

Paralegal Salary Fiscal Analysis

cc: Deanna DiCaprio, Deputy County Attorney
Paul Eldridge, Personnel Officer
Michael Lewis, Commissioner of Finance
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau
Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

Paralegal Salary Fiscal Analysis
 March 2025 Personnel Committee Meeting

<u>Title</u>	<u>Position Number</u>	<u>Current Salary</u>	<u>Proposed Salary</u> <u>Effective 3/1</u>	<u>FY25 Salary</u>
Paralegal (10120000)	601020120	\$ 65,403.00	\$ 85,000.00	\$ 81,771.00
		FY25 Budget for #601020120		\$ 65,403.00
		FY25 Fiscal Impact on #601020120		<u>\$ 16,368.00</u>

<u>Title</u>	<u>Position Number</u>	<u>FY25 Budget</u>	<u>Current Salary</u>	<u>Savings</u> <u>1/1-4/1</u>
New Hire Adjustment - Step 2 to Step 1*	601020118	\$ 50,650.00	\$ 45,517.00	\$ 5,133.00
Vacant - Senior Typist (10120000)	601020118	\$ 45,517.00	\$ -	\$ 11,336.00
		FY25 Savings on #10120000		<u>\$ 16,469.00</u>

**With this adjustment, Senior Typist (601020118) will be hired at a Step 1 rate of \$45,517 as per the current CSEA Agreement*

MICHAEL J. LEWIS
Commissioner of Finance



cc: all
Pers 3-11-25
AA

2550
#7

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Amendment –25T055**
DATE: March 5, 2025

2025 MAR -5 AM 10:58
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

10108000 51091	PAY DIFFERENTIAL	\$	975.00
		\$	975.00

DECREASE APPROPRIATIONS:

10108000 51000 (107)	PERSONNEL SERVICES Account Clerk 11	\$	975.00
		\$	975.00

2025 Fiscal Impact \$ 0
2026 Fiscal Impact \$ 0

Please refer to the attached memorandum from Fiscal Manager Wunner regarding this budgetary amendment.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

March 4, 2025

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

The Department of Social Services is seeking approval for a pay differential directly related to backfill of the **Coordinator of Child Support** role during its vacancy from 01/01/2025 – 02/24/2025. This request will compensate a current Child Support Specialist I for their efforts in management and execution of tasks and responsibilities to that of the Coordinator of Child Support.

Together with Payroll and the Personnel Officer, a 2-grade adjustment + 2% was assumed for compensation of this PuMa title (\$4.0654 / hour). To support the increase, funds are being utilized from a vacant Account Clerk II position within the CSU.

Increase Appropriations:

10108000	SS PROG ADMN CHILD SPT CLTN	
51091	PAY DIFFERENTIAL	\$975.00


Decrease Appropriations:

10108000	SS PROG ADMN CHILD SPT CLTN	
51000 (107)	PERSONNEL SERVICES	\$975.00

Fiscal Impact (25) -0-

Fiscal Impact (26) -0-

Thank you for your time and consideration of this request.

cc:  Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Paul Eldridge, Personnel Officer
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau

Personnel Committee Mtg.
March 11, 2025
#8

FYI/Accident Report

Personnel Committee Mtg.
March 11, 2025
#9

FYI/ Incident Report