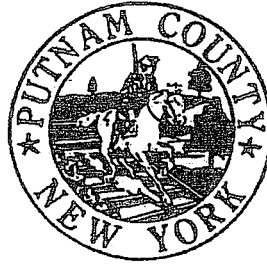


THE PUTNAM COUNTY LEGISLATURE

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

Thursday **5:30p.m.** **September 18, 2025**

(Protective Services Mtg. will Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/Personnel Committee Meeting Minutes – July 8, 2025
4. Update/ Catapult Executive Consulting Company - Salary Survey/ Personnel Officer Paul Eldridge
5. Approval/ Employee Health Insurance Contribution Review Committee - County Executive/ Memorandum of Agreement - Revised Employee Health Insurance Contributions- Four (4) Unions: CSEA, PCSEA, PuMA, PBA/ Personnel Officer Paul Eldridge
6. Approval/ Confirmation Appointment/ Commissioner of Finance
7. Approval/Amending Policy For Nursing Mothers (Reso 125 of 2024)/ New York Labor Law Section 206-c/ Principal Personnel Specialist Patricia Rau
8. Approval/ Fund Transfer 25T232/ Health Department/ Cover Nursing & Health Ed Overtime for the Remainder of 2025
9. Approval/ Fund Transfer 25T235/ Health Department/ Cover Nursing Overtime for the Remainder of 2025

- 10. Approval – Budgetary Transfer 25T277/ Department of Social Services/ Fund DSS Administration Services Overtime and On Call/ Commissioner DSS, Mental Health & Youth Bureau Sara Servadio**
- 11. Approval/ Budgetary Transfer 25T283/ To Provide for Vacation Payouts of Employees, Adjust Commissioner of Finance Salary and Provide Funding for Unemployment Insurance through the end of 2025**
- 12. Approval/ Fund Transfer 25T285/ Bureau of Emergency Services (BES)/ Transfer Needed to cover 911 Dispatch Overtime for Remainder of 2025/ BES Commissioner Robert Lipton**
- 13. Approval/ Fund Transfer 25T286/ Health Department- Nursing/ To Fund Retiree in Temp Line to Assist in Succession Plan and Orienting Replacement Employee to the Position in the Immunization Program/ Health Department Senior Fiscal Manager William Orr**
- 14. Approval/ Fund Transfer 25T288/ Sheriff's Office – Civil/ Reclassification of an Office Assistant to Principal Account Clerk/ Interim Sheriff Brian Hess**
- 15. FYI/ Fund Transfer 25T254 / Finance Department/ Part-Time Clerk for Remainder of 2025**
- 16. FYI/ Fund Transfer 25T255/ Finance Department/ Part-Time Clerk for Remainder of 2025**
- 17. FYI/ Accident Report**
- 18. FYI/ Incident Report**
- 19. Other Business**
- 20. Adjournment**

Rev. September mtg.

#3

PERSONNEL COMMITTEE MEETING

HELD IN ROOM 318

PUTNAM COUNTY OFFICE BUILDING

CARMEL, NEW YORK 10512

Members: Chairman Jonke, Legislators Addonizio & Gouldman

Tuesday

July 8, 2025

(Protective Mtg. Immediately Followed)

The meeting was called to order at 5:30PM by Chairman Jonke who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Gouldman and Chairman Jonke were present.

Item #3 - Approval/Personnel Committee Meeting Minutes – May 13th and June 10, 2025

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 – Approval/ Re-Appointment Putnam County Director of Real Property Tax Services Patricia McLoughlin/ County Executive Kevin Byrne

Chairman Jonke stated Personnel Officer Paul Eldridge was present to speak to this item. He stated the term would expire on September 30, 2025. He stated that she was filling the remainder of a secured term.

Personnel Officer Paul Eldridge stated Patricia (Trish) McLoughlin was hired in June of 2023. He stated that she stepped into the position at a very busy period of time for the Real Property Tax Services Office, and she did a very good job. He stated that she has taken all of the required training. He stated that October 1st, is the date set by law that the term for this position begins, and it is a six (6) year term. He stated that the Administration is requesting the approval of the Re-Appointment Trish McLoughlin to the position of Putnam County Director of Real Property Tax.

Chairman Jonke stated he agreed that Trish has been doing a great job. He stated as a point of reference all of the County Director of Real Property Tax and Town Assessor positions in New York State come up on October 1st for consideration for appointment to their six (6) year term.

Chairman Jonke made a Motion to Approve Re-Appointment Putnam County Director of Real Property Tax Services Patricia McLoughlin; Seconded by Legislator Gouldman. All in favor.

Item #5 - Approval/ Fund Transfer 25T177/ District Attorney's Office/ Funding for a Front Office Temp/ District Attorney Robert Tendy

Personnel Officer Paul Eldridge stated there has been a vacancy at this position for an extended period of time. He explained an employee has been out on an extended leave. He stated the District Attorney has requested a temporary employee to help cover the front office. He stated they are hoping to receive an update on whether the employee on leave will be returning or not within the next 30 days.

Legislator Sayegh questioned how much time will this funding cover for a temporary employee.

Personnel Officer Paul Eldridge stated they typically request funding to cover three (3) months. He stated this request is in-line with that.

Chairman Jonke made a Motion to Approve Fund Transfer 25T177/ District Attorney's Office/ Funding for a Front Office Temp; Seconded by Legislator Addonizio. All in favor.

Item #6 - Approval/ Fund Transfer 25T179/ Health Department/ Pre-School Program Manager Putnam County Early Learning Center/ Putnam Health Director Rian Rodriguez

Putnam Health Director Rian Rodriguez stated this is a request to fund the salary of a new Pre-School Program Manager who will work and oversee the daily needs at the Putnam County Early Learning Center. He stated the position has been designated as a PUMA position with an annual salary of \$90,000. He stated the request is to have the funds available for August 1, 2025, and prorate through December 31, 2025.

Chairman Jonke questioned if the individual has been selected or is on staff in the County currently.

Putnam Health Director Rian Rodriguez stated they are looking outside the County.

Chairman Jonke questioned how the search is going.

EI & Preschool Program Supervisor Valerie Kurtz stated the search is going well. She spoke to one of the strong candidate's background and qualifications.

Chairman Jonke questioned if this will be a tested position.

Personnel Officer Paul Eldridge stated that it will be.

Chairman Jonke stated then it would be a provisional hire contingent on the individual passing the test.

Legislator Ellner questioned if the School Districts will be participating in any of the funding.

EI & Preschool Program Supervisor Valerie Kurtz stated no.

Legislator Ellner questioned why the County would be responsible for this and not the School Districts. He stated one of the responsibilities he sees is the employee would oversee the pickup of the children.

EI & Preschool Program Supervisor Valerie Kurtz stated this individual would be the only County employee in the building. She stated the County needs to ensure that all of the State's and all the regulations are adhered to, and it was decided that it should be a County Employee. She stated this position will serve as the liaison between the County, State, the School Districts, the Parents and the Agencies.

Legislator Montgomery stated that she believed that the same kind of format is used currently in the organizations.

EI & Preschool Program Supervisor Valerie Kurtz stated yes they all have a Director. She confirmed it is a similar model / format used by other organizations.

Chairman Jonke made a Motion to Approve/ Fund Transfer 25T179/ Health Department/ Pre-School Program Manager Putnam County Early Learning Center; Seconded by Legislator Addonizio. All in favor.

Item #7 – FYI/ Accident Report – Duly Noted

Item #8– FYI/ Incident Report – Duly Noted

Item #9 – Other Business

Item #10 -- Adjournment

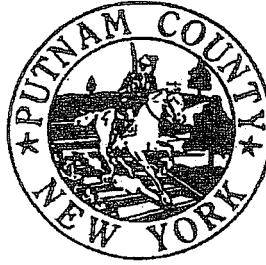
There being no further business at 5:42PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Addonizio. All in favor.

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 Addonizio & Gouldman

Tuesday **5:30p.m.** **July 8, 2025**
(Protective Services Mtg. will Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/Personnel Committee Meeting Minutes – May 13th and June 10, 2025
4. Approval/ Re-Appointment Putnam County Director of Real Property Tax Services
Patricia McLoughlin/ County Executive Kevin Byrne
5. Approval/ Fund Transfer 25T177/ District Attorney's Office/ Funding for a Front
Office Temp/ District Attorney Robert Tendy
6. Approval/ Fund Transfer 25T179/ Health Department/ Pre-School Program Manager –
Putnam County Early Learning Center/ Putnam Health Director Rian Rodriguez
7. FYI/ Accident Report
8. FYI/ Incident Report
9. Other Business
10. Adjournment

PAUL ELDRIDGE
PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

cc: all
Per 59-18-25

update
#4

M · E · M · O · R · A · N · D · U · M

TO: Diane Schonfeld, Clerk to Legislature
CC: Kevin M. Byrne, County Executive
James Burpoe, Deputy County Executive
William Carlin, Commissioner of Finance
Adriene Iasoni, Deputy Personnel Officer
FROM: Paul Eldridge, Personnel Officer
DATE: September 12, 2025
SUBJECT: Catapult Salary Survey

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP 12 PM 12:09

Please accept the attached "Compensation Review and Analysis" dated September 2025 prepared by the consulting firm "Catapult". We engaged Catapult to conduct a survey of the Public Health Nursing series of titles and other key benchmark positions across county government.

While the original catalyst and focus of this survey was the recruitment and retention of our Public Health Nursing series of titles, we were able to expand the survey to other titles, as well.

Ms. Julia Culkin-Jacobia was the principal compensation analyst on this survey. Additional input and support was provided by Adriene Iasoni, Deputy Personnel Officer and Angela Aquilato, Confidential Secretary in our Personnel Department.

Ms. Culkin-Jacobia will present her findings as outlined in the report cited herein. Adriene and I will also be available to present at the September 18, 2025, Personnel Committee meeting to provide additional commentary and to answer questions, as needed.

It is my understanding that County Executive Byrne will also be considering the results from this report in his executive 2026 budget submission.

The County Executive and the Personnel Department have also adopted a number of other strategies to help with the recruitment and retention for positions in our county government including:

- The County Executive's formation of the Employee Health Insurance Contribution Review Committee. The results of this committee's efforts and Administration's follow-up negotiations with our four (4) County employee labor unions have resulted in what we believe will be a significant factor in increasing the effectiveness of our recruitment and retention efforts. The results of these efforts have been submitted under separate cover from the County Executive.
- The Personnel Department's designation of numerous titles into the NYS HELPS Program (NYS Hiring for Emergency Limited Placement Statewide).

- The Personnel Department conducted two very successful Career Expos on February 7, 2024, and April 30, 2025, drawing in excess of 200 potential candidates on each date. A number of new hires were effectuated following these events.
- The Personnel Department has also conducted many position responsibility reviews of existing employees resulting in numerous reclassifications of incumbents.

These efforts, taken as a whole, have and will result in the placement of many qualified new hires as well as the retention of high performing employees who are a part of our county workforce and will allow us to maintain outstanding services for the Putnam County residents we all serve.

Thank you.


Paul Eldridge
Personnel Officer

Attachment: Catapult Salary Survey



Compensation Review & Analysis

September 2025

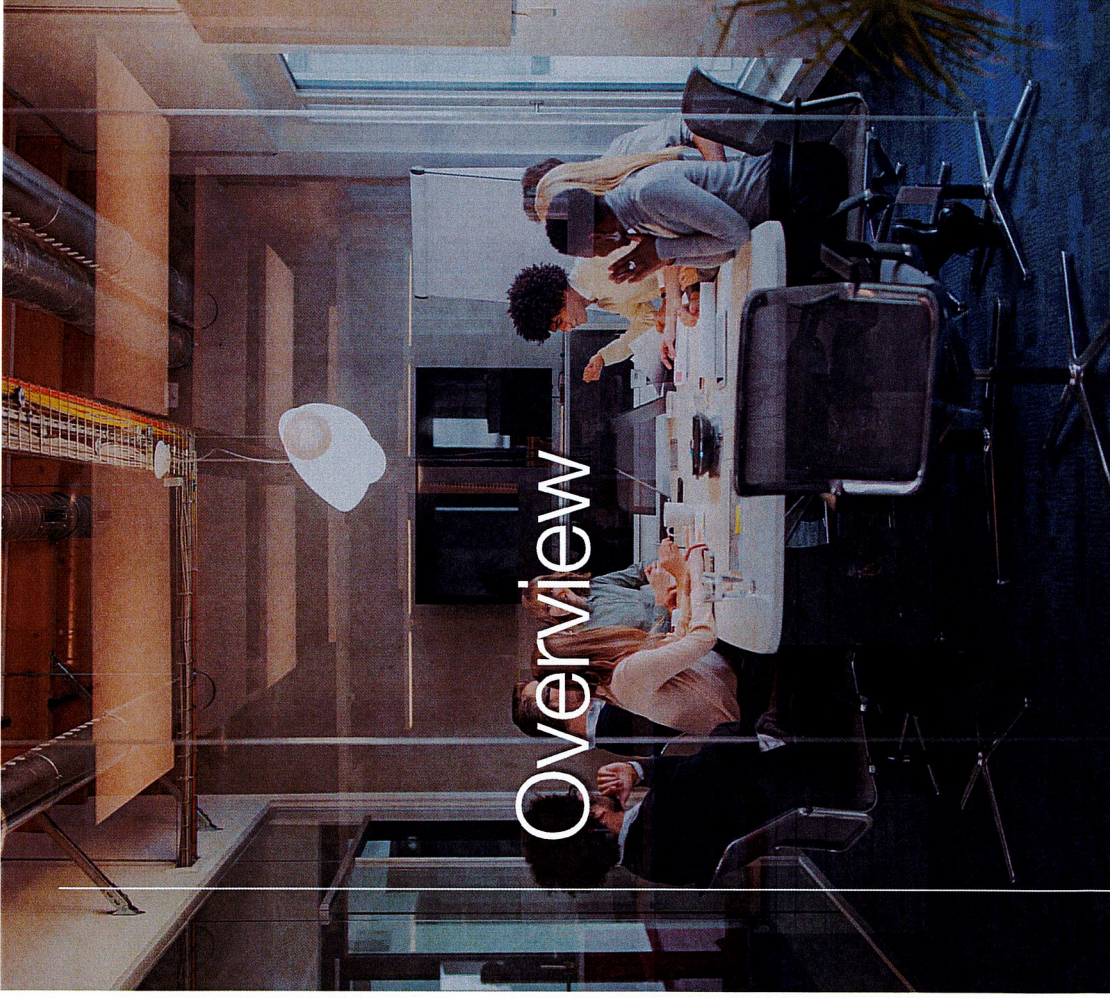
Presented by:
Julia Culkin-Jacobia

Empire State Development

MWBE
Minority Women Business Enterprise

catapult

EXECUTIVE CONSULTING



Market Analysis Compensation Objectives

Survey Sources, Peer Group & Assumptions

CSEA Base Salary Analysis

Base Salary Analysis (Management)

Proposed Management Salary Structure

Proposed Management Range Guidelines

Position Placement

Market Analysis Compensation Objectives



External Competitiveness

Align internal base salaries
with the local competitive
municipal & private
marketplace



Internal Equity

Ensure internal equity
among positions within the
County

Ensure consistency in
administration of
compensation



The hierarchy of jobs

Responsibilities
Skills required
Impact of position
Reporting relationship



Employee Communication

An equitable and market
driven compensation system

A process for salary
increases and promotions,
managed on a fair and
consistent basis

Survey Sources Peer Group & Assumptions

Survey Sources	Peer Group	Assumptions
ERI Economic Research Institute – Salary Assessor New York State Association of Counties (NYSAC) NYS Department of Labor Survey – Hudson Valley	• Delaware • Dutchess • Orange • Rockland • Sullivan • Ulster • Westchester	County Government/ All Industries - Diverse Geographical Area: Hudson Valley, Carmel NY 2025 County Budget: \$205 Million

For purposes of this compensation report, employee base salary is defined as the fixed annual rate including longevity tied to the position/grade/step for performing the job’s duties. It does not include overtime.

We have adopted an average market benchmark that weights Peer Group County data at 60% and private survey data at 40%. This methodology prioritizes comparability to public-sector labor markets while incorporating broader market signals to ensure a balanced, competitive, and defensible pay position.

CSEA Base Salary Analysis

Public Health Nurse – Market Benchmark Job Description Comparison

Public Health Nurse

- Public health nurses focus on the health of populations and communities rather than individual patients.
- Public Health Nurses offer clinical services in a more limited capacity but do provide these services as part of certain public programs such as vaccination clinics.
- Their work centers on disease prevention, wellness promotion, and addressing broader public health concerns through education and outreach.
- Typical responsibilities include conducting community assessments, leading vaccination and health education campaigns, and collaborating with schools, correctional facilities, government agencies, and non-profit organizations to improve overall health outcomes.
- Many public health nurses hold a Bachelor of Science in Nursing (BSN) and may pursue additional training in community health or a Master of Public Health (MPH).
- While salaries are generally lower than those of clinical nurses due to funding structures in public health, the role is critical for preventing disease outbreaks and supporting long-term community well-being.

Clinical Nurse

- Clinical nurses provide direct, hands-on care to individual patients in hospitals, outpatient clinics, rehabilitation centers, and private practices.
- Their responsibilities include administering medications, monitoring vital signs, developing individualized care plans, and performing medical procedures while working closely with physicians and other healthcare providers.
- Clinical nurses also typically hold a BSN, though many pursue advanced certifications or specialized training in areas such as critical care, pediatrics, or emergency medicine.
- With the demand for direct patient care, clinical nurses generally earn higher salaries than public health nurses.
- Their fast-paced and often high-stress work environments, especially in emergency settings, make them essential in delivering immediate, personalized treatment and managing acute health conditions.

Base Salary Analysis

Position Title	Current Grade (if applicable)	Hire Rate	Average Current Employee Base Salary
EMERG SVS DISPATCHER	CSEA 30	\$ 52,542	\$ 70,544
EMERG SVS DISPATCHER (HELP)	CSEA 30	\$ 52,542	\$ 52,452
EARLY INTERVENTION SVCS COORD	CSEA 15	\$ 63,135	\$ 63,135
PUB HLTH NURSE	CSEA 18	\$ 72,269	\$ 95,650
PUB HLTH NURSE (SS)	CSEA 18	\$ 72,269	\$ 88,663
PUBLIC HEALTH EDUCATION	CSEA 19	\$ 75,770	\$ 93,574
SENIOR PUBLIC HEALTH NURSE	CSEA 21	\$ 83,437	\$ 113,207
SUPERVISING PUBLIC HEALTH NURSE	CSEA 24	\$ 97,461	\$ 157,977

Market Position	Average Private Survey Base	Hire Rate Compared to Private Survey Base	Average Current Salary Compared to Private Survey Base	Average Peer Group Base	Hire Rate Compared to Group Base	Average Current Salary Compared to Peer Group Base	Overall Average Market Base	Hire Rate Compared to Overall Average Market Base	Average Current Salary Compared to Overall Average Market Base
Emergency Services Dispatcher/911 Dispatcher	\$ 66,893	79%	105% \$	\$ 57,053	92%	124%	\$ 60,989	116%	116%
Emergency Services Dispatcher/911 Dispatcher	\$ 66,893	79%	77% \$	\$ 57,053	92%	90%	\$ 60,989	116%	84%
Child Welfare Specialist/ Caseworker/ Case Manager	\$ 64,984	97%	97% \$	\$ 63,832	99%	99%	\$ 64,293	102%	98%
Public Health Nurse	\$ 86,274	84%	111% \$	\$ 74,153	97%	129%	\$ 79,001	109%	121%
Public Health Nurse	\$ 86,274	84%	103% \$	\$ 74,153	97%	120%	\$ 79,001	109%	112%
Public Health Educator	\$ 78,674	96%	NA	\$ 65,402	116%	NA	\$ 70,711	93%	132%
Senior Public Health Nurse	\$ 96,859	86%	117% \$	\$ 81,348	103%	139%	\$ 87,552	105%	129%
Public Health Nursing Supervisor/Public Health Nurse Supervisor	\$ 98,749	99%	160% \$	\$ 84,740	115%	186%	\$ 90,344	93%	175%

We recommend a reallocation for the Public Health Nurse (including Spanish speaking) position to CSEA grade 19 to enhance market competitiveness and address persistent recruitment and retention challenges in the regional labor market. This adjustment aligns the role with external benchmarks and comparable jurisdictions, reflects the advanced skills and responsibilities required, and supports continuity of critical public health services by reducing vacancy and turnover risk.

A corresponding re-allocation for the Public Health Nurse II positions to CSEA grade 20 is also recommended.

Base Salary Analysis

Position Title	Current Grade (if applicable)	Hire Rate	Average Current Employee Base Salary
CASEWORKER (OSR)	CSEA 15	\$ 63,135	\$ 75,386
PROBATION OFFICER I	CSEA 17	\$ 69,026	\$ 82,556
PROBATION OFFICER I (SS)	CSEA 17	\$ 60,026	\$ 84,489
CASEWORKER (SS)	CSEA 15	\$ 63,135	\$ 77,823
CPS CASEWORKER	CSEA 15	\$ 63,135	\$ 79,083
CPS CASEWORKER (HELP)	CSEA 15	\$ 63,135	\$ 63,135
CPS CASEWORKER (SS)	CSEA 15	\$ 63,135	\$ 63,135
CPS CASEWORKER (SS) (HELP)	CSEA 15	\$ 63,135	\$ 73,395

Market Position	Average Private Survey Base	Hire Rate Compared to Private Survey Base	Average Current Salary Compared to Private Survey Base	Average Peer Group Base	Hire Rate Compared to Peer Group Base	Average Current Salary Compared to Peer Group Base	Overall Average Market Base	Hire Rate Compared to Overall Average Market Base	Average Current Salary Compared to Overall Average Market Base
Caseworker Social Service/ Case Manager	\$ 72,532	87%	104%	\$ 65,324	97%	115%	\$ 68,207	108%	111%
Probation Officer	\$ 87,963	78%	94%	\$ 72,533	95%	114%	\$ 78,705	114%	105%
Probation Officer	\$ 87,963	68%	96%	\$ 72,533	83%	116%	\$ 78,705	131%	107%
Caseworker Social Service/ Case Manager	\$ 72,532	87%	107%	\$ 65,324	97%	119%	\$ 68,207	108%	114%
Child Caseworker/Caseworker Social Service/ Case Manager	\$ 72,532	87%	109%	\$ 62,894	100%	126%	\$ 66,749	106%	118%
Child Caseworker/Caseworker Social Service/ Case Manager	\$ 72,532	87%	87%	\$ 62,894	100%	100%	\$ 66,749	106%	95%
Child Caseworker/Caseworker Social Service/ Case Manager	\$ 72,532	87%	87%	\$ 62,894	100%	100%	\$ 66,749	106%	95%
Child Caseworker/Caseworker Social Service/ Case Manager	\$ 72,532	87%	101%	\$ 62,894	100%	117%	\$ 66,749	106%	110%

Management Base Salary Analysis

Proposed Mgmt Salary Structure

Grade	Minimum	Midpoint	Maximum
1	\$62,080	\$71,520	\$80,960
2	\$68,288	\$78,672	\$89,056
3	\$75,117	\$86,539	\$97,962
4	\$82,628	\$95,193	\$107,758
5	\$90,891	\$104,712	\$118,534
6	\$99,980	\$115,184	\$130,387
7	\$109,979	\$126,702	\$143,426
8	\$120,976	\$139,372	\$157,768
9	\$133,074	\$149,825	\$173,545
10	\$146,381	\$161,062	\$190,899
11	\$161,020	\$173,142	\$209,989
12	\$177,121	\$186,127	\$230,988

- The proposed salary structure has 12 grades. The range spread between the Minimum, Midpoint and Maximum are as follows:
 - Approximately 28% spread between the Minimum and Maximum (14% below Midpoint/14% above Midpoint)
 - 10% increase between each grade, until grade 8, then 7.5% increase between each grade.

Proposed Management Range Guidelines

The guidelines below are suggestions based on general market behaviors.

Minimum	Midpoint	Maximum
The minimum reflects the minimum pay level for an employee, based on the minimum qualifications for the position. Employees paid between the Minimum and the Midpoint represents a range of starting pay for an entry level employee with the minimum qualifications and 1 - 4 years of experience in or outside of Putnam County.	Employees paid at the Midpoint represents pay for an employee who typically has 5 - 14 years of service with the position and/or combination of service and experience in a comparable position (in or outside of Putnam County). These employees are typically fully capable of performing all responsibilities and continues to meet and/or exceed expectations of the position.	Employees paid at or near the Maximum typically perform at a consistently outstanding level as well as have at least 15 years experience in a comparable position (in or outside of Putnam County).

Base Salary Analysis - Auditing

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
COUNTY AUDITOR	\$ 133,888	MC	County Auditor/Audit Manager	\$ 161,297	83%	\$ 126,629	106%	\$ 143,963	93%	9	\$ 149,825	89%

Recommendation – 7% - 10% salary increase inclusive of the overall COLA adjustment.

Base Salary Analysis – Board of Elections

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
COMM OF ELECTIONS	\$ 107,343	MC	Commissioner Board of Elections/ Election Commissioner	NA	NA	\$ 112,598	95%	\$ 112,598	95%	6	\$ 115,184	93%
COMM OF ELECTIONS	\$ 107,343	MC	Commissioner Board of Elections/ Election Commissioner	NA	NA	\$ 112,598	95%	\$ 112,598	95%	6	\$ 115,184	93%

Recommendation – 5% salary increase inclusive of the overall COLA adjustment.

Base Salary Analysis – Bureau of Emergency Services

Position Title	Current Salary	Current Grade (if applicable)
CONF SECRETARY	\$ 67,368	MC

Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base
Confidential Secretary/ Secretary	\$ 77,007	87%	\$ 66,910	101%	\$ 71,959	94%

Proposed Grade	Midpoint	Current Salary Compared to Midpoint
1	\$ 71,520	94%

Base Salary Analysis – Consumer Affairs

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
CONF SECRETARY	\$ 27.55	MC	Confidential Secretary/ Secretary	\$ 37.02	74%	\$ 17.78	155%	\$ 27.40	101%	1	\$ 34.38	NA

Base Salary Analysis – Coroners

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
CORONER	\$ 26,394	MC	Coroner Non MD	NA	NA	\$ 36,987	71%	\$ 36,987	71%	NA	NA	NA
CORONER	\$ 26,394	MC	Coroner Non MD	NA	NA	\$ 36,987	71%	\$ 36,987	71%	NA	NA	NA
CORONER MD*	\$ 38,394	MC	Coroner MD	NA	NA	\$ 55,471	69%	\$ 36,987	104%	NA	NA	NA

*Stipend as Coordinator of Coroners

Please note there is limited data for the County Coroner in the County Peer group as most counties have a Medical Examiner. The average base salary for the Medical Examiner in the Peer Group is \$246,346.

Recommendation – Increase the Coroner salary to match that of all other part-time elected officials. (2025 Legislator salary is \$46,770). Stipend for Coroner MD will remain the same.

Base Salary Analysis – County Clerk

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
COUNTY CLERK	\$ 159,891	MC	County Clerk/Customer Service Manager	\$ 167,292	96%	\$ 138,425	116%	\$ 149,972	107%	10	\$ 161,062	99%

Base Salary Analysis – County Executive

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
CHIEF OF STAFF (COUNTY EXEC)	\$ 90,908	MC	Secretary to the County Administrator/Executive Secretary	\$ 95,325	95%	\$ 81,299	112%	\$ 86,909	105%	4	\$ 95,193	95%
DEP CNTY EXEC	\$ 162,586	MC	Deputy County Executive/ Assistant Director Administrative	\$ 144,738	112%	\$ 174,438	93%	\$ 162,558	100%	10	\$ 161,062	101%
COUNTY EXECUTIVE	\$ 176,022	MC	County Executive/Director Administrative	\$ 160,820	109%	\$ 189,402	93%	\$ 177,969	99%	12	\$ 186,127	95%

Base Salary Analysis – Department of Law

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
PARALEGAL	\$ 68,680	PUMA	Paralegal	\$ 80,073	86%	\$ 58,465	117%	\$ 67,108	102%	1	\$ 71,520	96%
DEP CNTY ATTORNEY*	\$ 95,428	MC	Deputy County Attorney /Assistant Attorney	\$ 116,945	108%	\$ 138,647	91%	\$ 129,966	73%	6	\$ 115,184	83%
DEP CNTY ATTORNEY (DSS)	\$ 115,000	MC	Deputy County Attorney /Assistant Attorney	\$ 116,945	108%	\$ 138,647	91%	\$ 129,966	88%	6	\$ 115,184	100%
DEP CNTY ATTORNEY (DSS)**	\$ 125,894	MC	Deputy County Attorney/Attorney	\$ 116,945	108%	\$ 138,647	91%	\$ 129,966	97%	6	\$ 115,184	109%

Recommendation-

*Deputy County Attorney vacant position - increase budget from \$95,428 by 7% - 10% inclusive of overall COLA adjustment.

**Title change to Senior Deputy County Attorney, grade 7. 5% Increase inclusive of overall COLA adjustment.

Base Salary Analysis – Department of IT/GIS

Position Title	Current Salary	Current Grade (if applicable)
IT SYSTEMS SPECIALIST*	\$ 53,300	PUMA
IT SYSTEMS SPECIALIST**	\$ 65,403	PUMA
IT SYSTEMS SPECIALIST***	\$ 70,853	PUMA
DIR OF IT/GIS	\$ 147,516	MC

Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
Data Systems Specialist/ Systems Analyst/Information Systems Specialist	\$ 87,705	61%	\$ 79,659	67%	\$ 82,877	64%	2	\$ 78,672	68%
Data Systems Specialist/ Systems Analyst/Information Systems Specialist	\$ 87,705	75%	\$ 79,659	82%	\$ 82,877	79%	2	\$ 78,672	83%
Data Systems Specialist/ Systems Analyst/Information Systems Specialist	\$ 87,704	81%	\$ 79,659	89%	\$ 82,877	85%	2	\$ 78,672	90%
Director of Information Technology	\$ 159,235	93%	\$ 132,337	111%	\$ 143,096	103%	9	\$ 149,825	98%

Recommendation – *IT Systems Specialist - bring to minimum of grade 2 at \$68,281 (28% increase inclusive of COLA adjustment)

- **IT Systems Specialist – 8% increase inclusive of overall COLA adjustment.

- ***IT Systems Specialist – 7% increase inclusive of overall COLA adjustment.

- Director of IT/GIS 5% salary increase inclusive of overall COLA adjustment.

Base Salary Analysis – District Attorney

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
CHIEF OF STAFF (DIST ATTORNEY)	\$ 84,511	MC	Secretary to the District Attorney/ Executive Secretary	\$ 87,384	97%	\$ 78,021	108%	\$ 81,766	103%	3	\$ 86,539	98%
ASST DA*	\$ 90,338	MC	Assistant District Attorney/Prosecuting Attorney/Lawyer/	\$ 105,517	86%	\$ 131,877	69%	\$ 121,333	74%	6	\$ 115,184	78%
ASST DA*	\$ 95,880	MC	Assistant District Attorney/Prosecuting Attorney/Lawyer/	\$ 105,517	91%	\$ 131,877	73%	\$ 121,333	79%	6	\$ 115,184	83%
ASST DA**	\$ 102,475	MC	Assistant District Attorney/Prosecuting Attorney/Lawyer/	\$ 105,517	97%	\$ 131,877	78%	\$ 121,333	84%	6	\$ 115,184	89%
ASST DA**	\$ 103,181	MC	Assistant District Attorney/Prosecuting Attorney/Lawyer/	\$ 105,517	98%	\$ 131,877	78%	\$ 121,333	85%	6	\$ 115,184	90%
ASST DA***	\$ 51.33	MC	Assistant District Attorney/Prosecuting Attorney/Lawyer/	\$ 105,517	NA	\$ 131,877	NA	\$ 121,333	0%	7	\$ 126,702	NA

Recommendation – *10% Increase inclusive of overall COLA adjustment
 - ** 7% increase inclusive of overall COLA adjustment
 - *** part-time position

Base Salary Analysis – DPW Parks

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
PARK SUPERINTENDENT*	\$ 96,136	MC	Park Superintendent/ Buildings & Grounds Supervisor	\$ 101,564	95%	\$ 137,389	70%	\$ 119,477	80%	5	\$ 104,712	92%

Recommendation – 5% salary increase inclusive of the overall COLA adjustment.

*Housing Included

Base Salary Analysis – DPW Engineering

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
PROJECT MANAGER	\$ 87,208	PUMA	Project Manager Civil/ Project Management Specialist	\$ 113,389	77%	NA	NA	\$ 113,389	77%	4	\$ 95,193	92%
PROJECT MANAGER	\$ 87,208	PUMA	Project Manager Civil/ Project Management Specialist	\$ 113,389	77%	NA	NA	\$ 113,389	77%	4	\$ 95,193	92%

Base Salary Analysis – DPW Administrative

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
COMMISSIONER DEPT PUB WORKS	\$ 155,854	MC	Commissioner of Public Works/ Construction Director	\$ 171,658	91%	\$ 156,315	100%	\$ 162,452	96%	10	\$ 161,062	97%

Recommendation – 5% salary increase inclusive of the overall COLA adjustment.

Base Salary Analysis – Finance

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
COMM OF FINANCE	\$ 162,312	MC	Commissioner of Finance/Finance Director	\$ 197,661	82%	\$ 128,103	127%	\$ 155,926	104%	11	\$ 173,142	94%
PAYROLL MANAGER	\$ 98,000	MC	Payroll Manager	\$ 100,346	98%	\$ 82,142	119%	\$ 89,423	110%	4	\$ 95,193	103%

Recommendation – Commissioner of Finance increase to match County Attorney Salary inclusive of overall COLA adjustment.
 - Payroll Manager - 5% salary increase inclusive of the overall COLA adjustment.

Base Salary Analysis – Health Department

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
PUB HLTH DIRECTOR	\$ 155,000	MC	Public Health Director	\$ 130,690	119%	\$ 159,552	97%	\$ 148,007	105%	10	\$ 161,062	96%

Base Salary Analysis – Historian

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
COUNTY HISTORIAN	\$ 34.77	MC	County Historian/Historian	\$ 37.54	93%	\$ 25.80	135%	\$ 30	114%	2	\$ 78,672	NA

Recommendation –Increase hours from 25 to 30 hours weekly which will increase annual salary from \$45,201 to \$54,241 (20% increase). In addition, the position will become benefit eligible.

Base Salary Analysis – Legislative Board

Position Title	Current Salary	Current Grade (if applicable)
LEGISLATOR*	\$ 44,300	MC
LEGISLATOR	\$ 46,770	MC
LEGISLATOR	\$ 46,770	MC
LEGISLATOR	\$ 46,770	MC
LEGISLATOR	\$ 46,770	MC
LEGISLATOR	\$ 46,770	MC
LEGISLATOR	\$ 46,770	MC
LEGISLATOR	\$ 46,770	MC
LEGISLATOR**	\$ 58,463	MC

Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base
Representative/Legislator	NA	NA	\$ 44,103	100%	\$ 44,103	100%
Representative/Legislator	NA	NA	\$ 44,103	106%	\$ 44,103	106%
Representative/Legislator	NA	NA	\$ 44,103	106%	\$ 44,103	106%
Representative/Legislator	NA	NA	\$ 44,103	106%	\$ 44,103	106%
Representative/Legislator	NA	NA	\$ 44,103	106%	\$ 44,103	106%
Representative/Legislator	NA	NA	\$ 44,103	106%	\$ 44,103	106%
Representative/Legislator	NA	NA	\$ 44,103	106%	\$ 44,103	106%
Representative/Legislator	NA	NA	\$ 44,103	106%	\$ 44,103	106%
Legislative Chair	NA	NA	\$ 76,736	76%	\$ 76,736	76%

The term market average typically refers to a statistical measure derived from multiple, credible data sources that reflect what organizations are paying for a specific role in a defined labor market. The median is used instead of the arithmetic average. This approach helps to reduce the influence of outliers (extremely high or low data points) and offers a more stable benchmark.

*Declined a salary increase last year

**Includes chair stipend

Base Salary Analysis – Office for Senior Resources

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
CONF SECRETARY	\$ 65,000	MC	Confidential Secretary/ Secretary	\$ 77,007	84%	\$ 65,452	99%	\$ 70,074	93%	1	\$ 71,520	91%
DIR, OFFICE SENIOR RESOURCES	\$ 113,234	MC	Director, Office for the Aging	NA	NA	\$ 99,078	114%	\$ 99,078	114%	6	\$ 115,184	98%

Recommendation – Confidential Secretary 5% salary increase inclusive of the overall COLA adjustment.

Base Salary Analysis – Office for Veterans Affairs

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
COUNTY VETERANS DIR	\$ 89,480	MC	Director of Veteran's Affairs	NA	NA	\$ 83,335	107%	\$ 83,335	107%	4	\$ 95,193	94%

Base Salary Analysis – Personnel Department

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
CONF SECRETARY	\$ 77,460	MC	Confidential Secretary/ Secretary	\$ 77,007	101%	\$ 65,452	118%	\$ 70,074	111%	1	\$ 71,520	108%
PERSONNEL OFFICER	\$ 158,600	MC	Personnel Officer/ Human Resources Director	\$ 171,441	93%	\$ 138,156	115%	\$ 151,470	105%	10	\$ 161,062	98%
PERSONNEL SPECIALIST	\$ 63,000	PUMA	Personnel Specialist/Personnel Technician/ HR Specialist/ HR Generalist	\$ 87,321	72%	\$ 64,159	98%	\$ 73,424	86%	2	\$ 78,672	80%

Recommendation – Personnel Specialist 5% salary increase inclusive of the overall COLA adjustment.

Base Salary Analysis – Planning Department

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
COMM OF PLAN DEV & PUB TRANS	\$ 126,634	MC	Commissioner of Planning and Development/ Planning Director/Civil Engineering Manager	\$ 155,032	82%	\$ 140,594	90%	\$ 146,369	87%	8	\$ 139,372	91%

Recommendation – 10% salary increase inclusive of the overall COLA adjustment.

Base Salary Analysis – Probation Department

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
PROBATION DIRECTOR GROUP A	\$ 135,862	MC	Probation Director	NA	NA	\$ 126,745	107%	\$ 126,745	107%	8	\$ 139,372	97%

Base Salary Analysis – Sheriff Department

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
CHIEF OF STAFF (SHERIFF)	\$ 80,000	MC	Secretary to the Sheriff/Executive Secretary	\$ 87,384	92%	\$ 73,622	109%	\$ 79,127	101%	2	\$ 78,672	102%
CONF SECRETARY	\$ 66,150	MC	Confidential Secretary/ Secretary	\$ 77,007	86%	\$ 65,452	101%	\$ 70,074	94%	1	\$ 71,520	92%
FISCAL MANAGER	\$ 100,435	PUMA	Fiscal Manager/Financial Management Specialist	\$ 103,093	97%	\$ 113,856	88%	\$ 109,551	92%	6	\$ 115,184	87%
SHERIFF	\$ 175,061	MC	Sheriff	NA	NA	\$ 134,369	130%	\$ 134,369	130%	11	\$ 173,142	101%

Recommendation – Fiscal Manager 15% salary increase inclusive of the overall COLA adjustment.

Base Salary Analysis – Social Services

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
PARALEGAL	\$ 65,562	PUMA	Paralegal	\$ 80,073	82%	\$ 58,465	112%	\$ 67,108	98%	1	\$ 71,520	92%
FISCAL MANAGER	\$ 127,177	PUMA	Fiscal Manager/Financial Management Specialist	\$ 103,093	123%	\$ 113,856	112%	\$ 109,551	116%	6	\$ 115,184	110%
COMM OF SOC SVCS & MH	\$ 162,312	MC	Commissioner of Social Services/Mental Health/Director of Social Services/Director of Mental Health	\$ 176,914	92%	\$ 152,336	107%	\$ 162,167	100%	10	\$ 161,062	101%

Base Salary Analysis – Tourism

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
DIRECTOR OF TOURISM	\$ 89,906	MC	Director of Tourism	NA	NA	\$ 139,704	64%	\$ 139,704	64%	5	\$ 104,712	86%

Base Salary Analysis – Youth Bureau

Position Title	Current Salary	Current Grade (if applicable)	Market Position	Average Private Survey Base	Current Salary Compared to Private Survey Base	Average Peer Group Base	Current Salary Compared to Peer Group Base	Overall Average Market Base	Current Salary Compared to Overall Average Market Base	Proposed Grade	Midpoint	Current Salary Compared to Midpoint
YOUTH DIRECTOR	\$ 115,000	MC	Youth Program Director/ Director Youth Bureau	\$ 90,644	127%	\$ 68,568	168%	\$ 79,606	144%	5	\$ 104,712	110%

Position Placement

Salary Grade	Grade Midpoint	Position(s)
1	\$71,520	Administrative Assistant (Legis) Archivist Assistant Records Mgmt Officer Confidential Secretary Data Systems Specialist Election Specialist License Enforcement Officer Nutrition Services Coordinator Paralegal Project Admin/Coordinator Secretary Veterans Assistant Victims/Witness Assistant
2	\$78,672	Administrator Child Health Programs Capital Asset & Procurement Mgr Chief of Staff (Sheriff) Code Enforcement Off Plum/Mech Coordinator Child Advancement Center Coordinator Child Support Enforcement Coordinator Nutrition Progs & Svces Coordinator Office Individual Disabilities County Historian Crisis Intervention Specialist Deputy County Clerk (3rd) Deputy County Veterans Director Dual Recovery Coordinator Emergency Services Coordinator EMS Education Coordinator IT Systems Supervisor Nutrition Services Coordinator Personnel Specialist Project Dir RSVP Senior Center Manager Stop DWI Program Coordinator Treatment Court Coordinator
3	\$86,539	Admin EI & Pre-K Program Audit Manager Chief of Staff (Dist. Attorney) Coordinator Services Aging Criminal Investigator Deputy Clerk to the Legislature Deputy Commissioner Board of Elections Deputy Director of IT/GIS Deputy Youth Director Director of Code Enforcement Director of Comp Intergov Relations Director of Consumer Affairs/WTS&MSRS Federal Funded Program Manager IT Systems Specialist Pre-K Program Manager Public Health Data & Info Specialist Quality Improv/Program Eval Mgr Senior Personal Specialist Solid Waste Manager Special Victims Investigator SPOA Coordinator

Position Placement

Salary Grade	Grade Midpoint	Position(s)
4	\$95,193	Chief of Staff (County Exec) County Veterans Director Deputy Director, Office Senior Resources IT Systems Supervisor Payroll Manager Principle Personnel Specialist Project Manager Sr. Coordinator Exams & Trans
5	\$104,712	Clerk to the Legislature Director of Child Advocacy Center Director of Child/Family Services Director of Communications Director of Eligibility Director of Emergency Mgmt Director of Emergency Medical Services Director of Environmental Health Services Director of Real Property Tax Services Director of Tourism Deputy County Clerk (2nd) Park Superintendent Risk Manager Soil Water Construction District Manager Supervisor, Construction & Maintenance Youth Director
6	\$115,184	Assistant District Attorney Commissioner of Elections Deputy County Attorney Deputy County Clerk Deputy Commissioner Finance Director, Office of Senior Resources Director of Transportation Fiscal Manager Legislative Counsel

Position Placement

Salary Grade	Grade Midpoint	Position(s)
7	\$126,702	Coordinator Engineering Projects Deputy County Auditor Director of Mental Health Supervisor Planning & Design
8	\$139,372	Assistant District Attorney Appeals Assistant DA Bureau Chief Civil Bureau Chief Commissioner of Planning, Dev and Pub Transportation Correction Lieutenant Deputy Commissioner Emergency Services Deputy Commissioner Department of Public Works Deputy Commissioner Social Services & YB Deputy Personnel Officer First Deputy County Clerk First Deputy Commissioner Finance Operations Captain Probation Director Group A Road Patrol Captain Senior Deputy County Attorney
9	\$149,825	Correction Captain County Auditor Criminal Investigations Captain Director of IT/GIS Director Purchasing & Central Services First Assistant District Attorney First Deputy County Attorney
10	\$161,062	County Clerk Chief Assistant District Attorney Commissioner of Emergency Services Commissioner, Department of Public Works Commissioner of Finance Commissioner of Social Services and Mental Health Commissioner of General Services Deputy County Executive Personnel Officer Public Health Director Undersheriff
11	\$173,142	County Attorney Commissioner of Finance Sheriff
12	\$186,127	County Executive



PERSONNEL
9-18-25
APPROVED
#5

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

September 11, 2025

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

Dear Ms. Schonfeld,

With the County facing recruitment and retention issues, I directed the formation of an Employee Health Insurance Contribution Review Committee (Committee). As you are aware, the Committee met over the course of several months and presented their conclusions which reflected several options for my consideration. I selected the option that I felt was considered reasonable, fiscally informed, fair and regionally competitive which also gave full consideration to the taxpayers as well as the dedicated Putnam County employees. I then presented this final recommendation to all four unions represented in Putnam County (CSEA, PBA, PCSEA, and PuMA).

After meeting with the four unions and their representatives, agreements have been reached regarding revised employee health-insurance contributions.

Attached please find a draft resolution to be considered by the Legislature for ratification at the next appropriate committee meeting. Also attached please find signed copies of the Memoranda of Agreement signed by union leadership. A summation of the Committee's findings is also enclosed back-up.

Personnel Officer Paul Eldridge is prepared to present this matter to the Legislature. Representatives from the Employee Health Insurance Contribution Review Committee will be encouraged to attend and participate as well.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin M. Byrne", is written over a circular stamp. The signature is fluid and cursive.
Kevin M. Byrne
County Executive

cc: James Burpoe, Deputy County Executive
William Carlin, Commissioner of Finance
Paul Eldridge, Personnel Officer
Members of the "Blue Ribbon" Employee Health Insurance Contribution Review Committee

2025 SEP 11 PM 3:56
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Enclosures: Draft Resolution on Health Insurance Contributions
MOAs for respective collective-bargaining units
Summation of Committee's findings

Employee Insurance Contribution Rates: Regional Comparisons and Potential Models

Putnam County Employee Insurance Review Committee
June 2025

Process

Convene Committee

Personnel briefing for committee
Finance briefing for committee
Define purpose
Outline process

JANUARY 2025

FEBRUARY – MARCH – APRIL 2025

MAY-JUNE 2025

Advise

Present Current Employee Contribution Rate recommendations to County Executive

Prioritize and Review

Gather and assess contribution rates and models for a regional comparison
Request and review fiscal impact of potential models
Incorporate findings to determine committee recommendation for current employee contribution rates

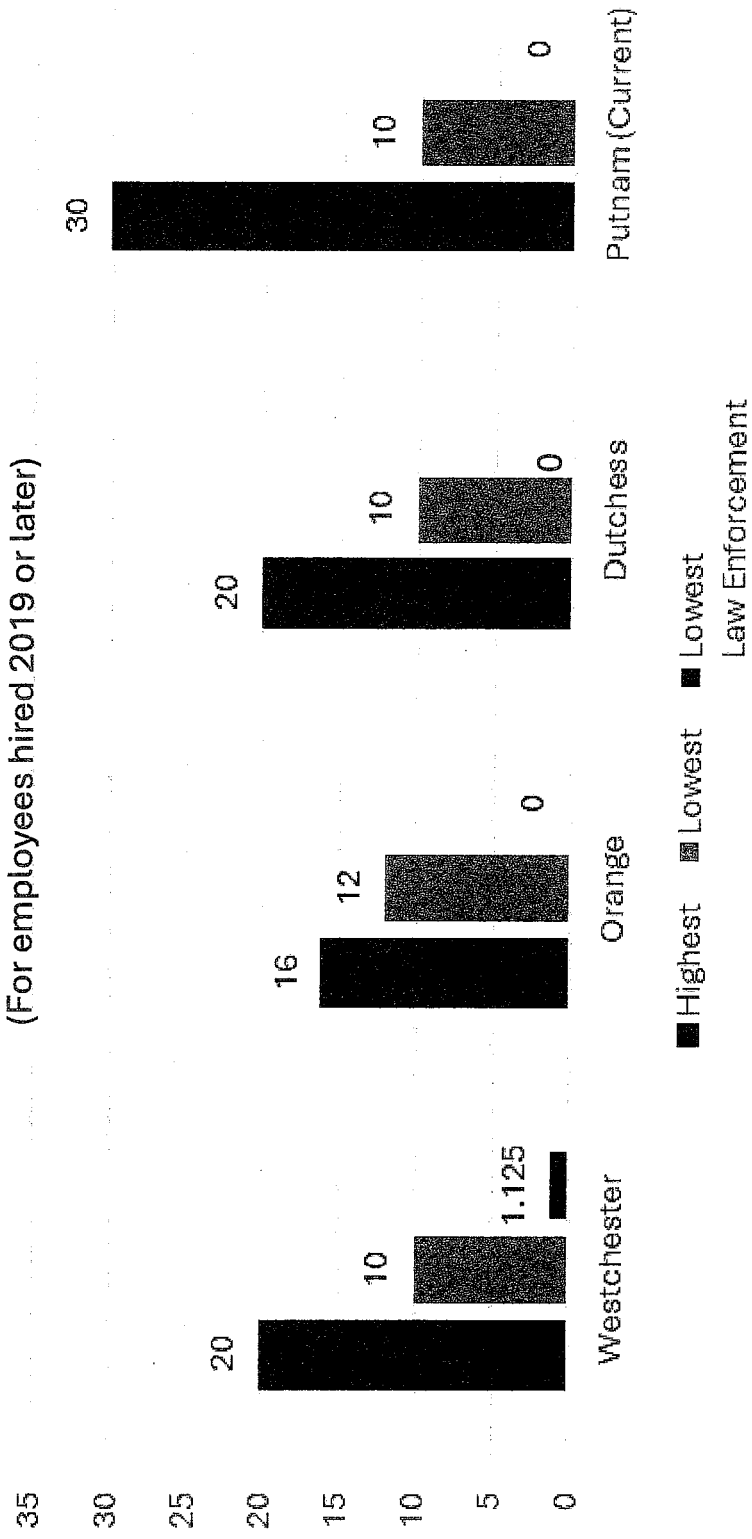
Purpose Statement

The Putnam County Employee Insurance Review Committee will recommend reasonable, fiscally-informed, fair, and regionally competitive employee health insurance contribution rates.

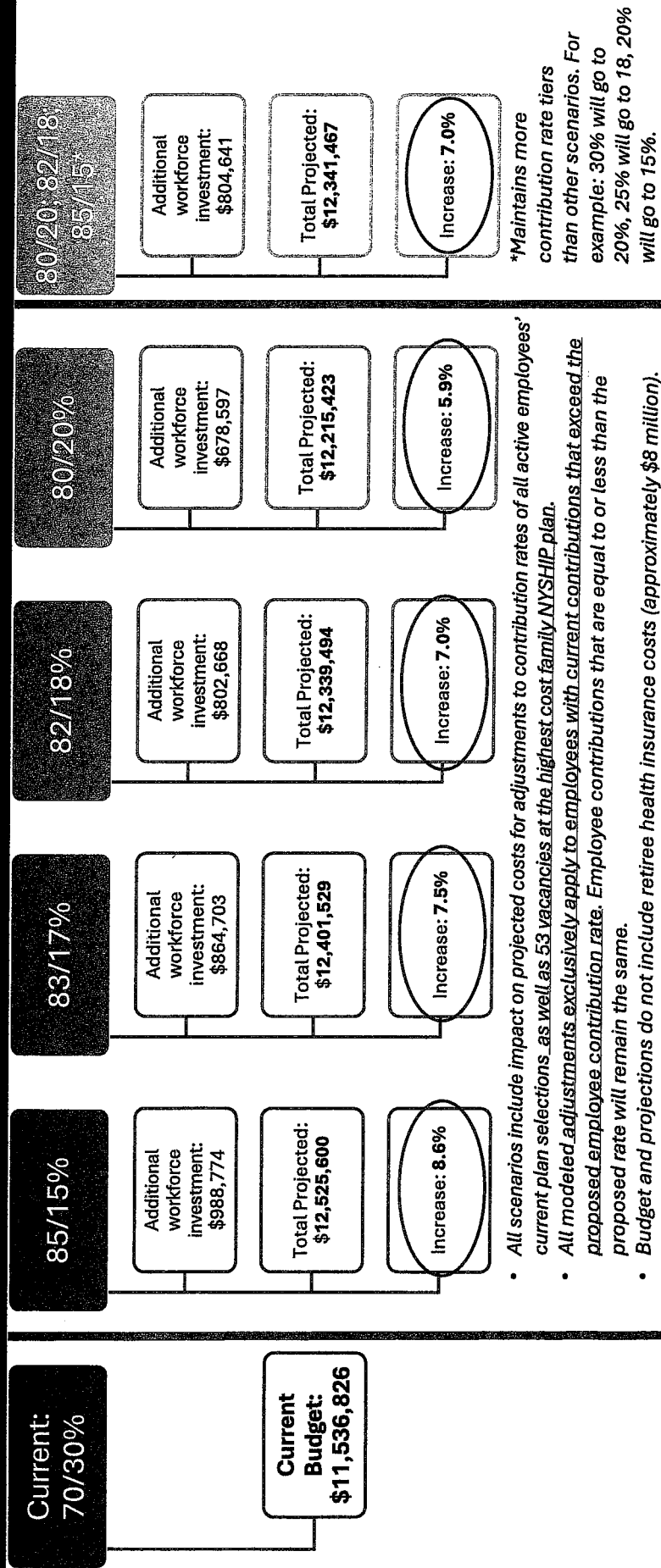
This will be achieved by conducting a thorough review of employee and retiree contribution rate options with full consideration for the taxpayer as well as the dedicated Putnam County employees.

Employee Insurance Contribution Rates Regional Comparison of Range

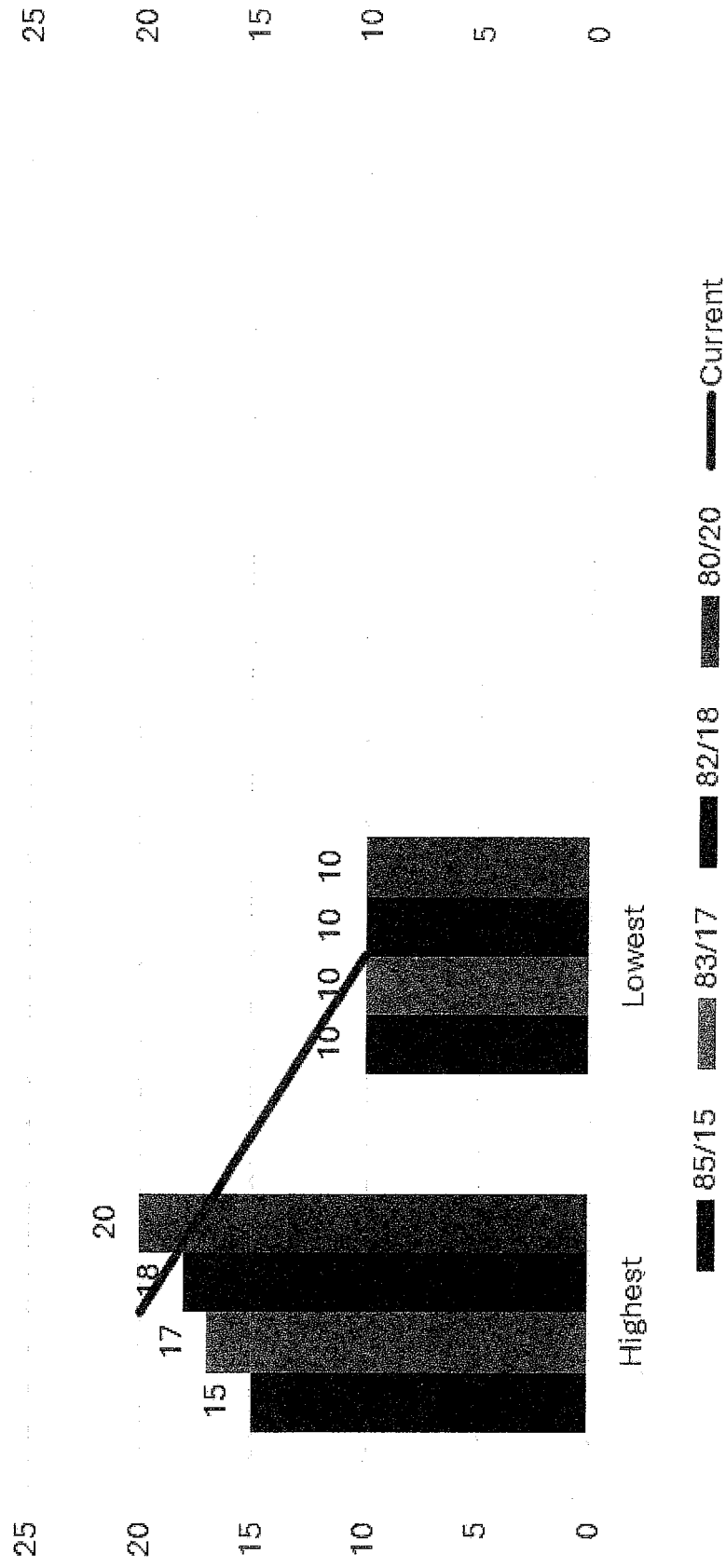
(For employees hired 2019 or later)



Employee Insurance Contribution Rate Review



Employee Insurance Contribution Rates Putnam Models: Proposed and Current



Potential Considerations

Salaries

Health
Insurance
Waivers

Retiree Health
Insurance
Contributions

Personnel Committee Mtg.
September 18, 2025
#5

#5- Approval/ Employee Health Insurance Contribution Review Committee - County Executive/ Memorandum of Agreement - Revised Employee Health Insurance Contributions- Four (4) Unions: CSEA, PCSEA, PuMA, PBA/ Personnel Officer Paul Eldridge

(Attached Backup is Confidential)

PERS
(9.18.25) APPROVAL
#6

APPROVAL/CONFIRMATION/APPOINTMENT/ COMMISSIONER OF FINANCE

WHEREAS, County Executive Kevin M. Byrne has appointed William J. Carlin as Commissioner of Finance, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and

WHEREAS, William J. Carlin possesses the requisite knowledge, experience, and qualifications to serve as the Commissioner of Finance for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of William J. Carlin as the Commissioner of Finance for the County of Putnam, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and be it further

RESOLVED, that William J. Carlin shall serve at the pleasure of the County Executive in accordance with the terms of Section 4.01 of the Putnam County charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.



PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

September 12, 2025

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

Dear Ms. Schonfeld,

Please accept this as a request to modify the rate of pay for newly reinstated Commissioner of Finance, William Carlin. The original request sent on August 7, 2025, indicated an annual salary of \$162,312, was inaccurate.

I respectfully request that the rate of pay for 2025 be modified to \$169,072. This new rate reflects the salary to which Mr. Carlin would have been entitled had he not retired in 2023 and remained as Commissioner of Finance.

It's my understanding that a budgetary transfer has already been forwarded to the Legislature.

Thank you.

Sincerely,


Kevin M. Byrne
County Executive

cc: James Burpoe, Deputy County Executive
Paul Eldridge, Personnel Officer
William Carlin, Commissioner of Finance

KMB:lkr

2025 SEP 12 AM 10:49
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

PAUL ELDRIDGE
PERSONNEL OFFICER



cc:all
Per 9-18-25
Re 50
#7

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

September 3, 2025

TO: Diane Schonfeld, Legislative Clerk
FROM: Paul Eldridge, Personnel Officer
SUBJECT: Nursing Mothers Policy - Update

The Personnel Department is seeking the update of our current Nursing Mothers Policy, which was adopted as Resolution 125 of 2023.

In 2024, the New York State Labor Law Section 206-c was updated to specifically require paid breaks. This policy update is to ensure that Putnam County Policy continues to adhere to the New York State Labor Law.

Patricia Rau, the primary author of the original policy and the attached proposed updates, will be present at the upcoming Personnel Committee meeting for any questions or clarification.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Paul Eldridge".
Paul Eldridge

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

Attachments

- Updated Policy
- Annotated Edit
- NYS Labor Law Section 206-C
- Resolution

2025 SEP -4 AM 10:02
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

NURSING MOTHERS

WHEREAS, following the initial adoption of New York Labor Law Section 206-c, requiring employers to provide nursing mothers with a safe, clean, and private place to express breast milk during the workday Putnam County adopted an employee policy via the passage of Resolution 125 of 2023; and

WHEREAS, New York Labor Law Section 206-c was updated in June of 2024 to require paid breaks for nursing mothers to express breast milk at work;

WHEREAS the current Putnam County Nursing Mothers Policy as currently written does not consider this legislative change, now therefore be it

RESOLVED that a new policy must be adopted; and

RESOLVED that this resolution shall replace Resolution #125 of 2023; and

RESOLVED, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution and be it further

RESOLVED, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

Nursing Mothers

STATEMENT OF POLICY

Putnam County will accommodate requests from employees who need to express breast milk during the workday, in accordance with the terms and conditions of this Policy. This Policy is designed to comply with all applicable laws, including the Fair Labor Standards Act (FLSA) and New York Labor Law § 206-c.

DEFINITIONS

Employee: All people employed by Putnam County; including full-time, part-time, and temporary workers.

Lactation Room: A sanitary place, other than a restroom or toilet stall, that can be used to express breast milk shielded from view and free from intrusion. The lactation room does not need to be a dedicated or permanent space. "Lactation room" shall be used to refer to the space being used by an employee for the purpose of expressing breast milk.

POLICY AND PROCEDURES

Amount and Frequency of Time Needed

Putnam County will provide an employee with ~~reasonable un~~ thirty minutes of paid break time, ~~or the opportunity to use their available paid break time or mealtime,~~ to express breast milk when a reasonable need arises. Employees may utilize existing paid meal or break times should they need additional time. Paid time to express breast milk shall be available for up to three (3) years following childbirth.

~~The duration of a break can vary depending on the personal needs of the covered employee. Generally, each break shall be no less than twenty to thirty minutes, however employees can elect to take shorter breaks for this purpose if appropriate for their circumstance.~~ The number of breaks that a covered employee will need to take may vary based on the employee's physical needs and specific circumstances. Putnam County shall provide break time at least once every three hours if requested by the employee.

Space Requirements

The lactation room must include at minimum:

- A chair;
- A work surface;
- Nearby access to running water; and
- If the space is supplied with electricity, an electrical outlet

Each lactation room shall be well lit at all times through either natural or artificial light. If the room has a window, it shall be covered with a curtain, blind, or other covering to ensure privacy. Putnam County must maintain the safety and cleanliness of a lactation room set aside for the use of employees expressing breast milk at work and ensure such room is free of hazardous materials. To ensure privacy, the room should have a door equipped with a functional lock. If a door with a functional lock is not available, a sign shall be posted advising that the room is in use and not accessible to other employees or the public.

If a room designated to serve as a lactation room is also used for another purpose, the sole function of the room shall be as a lactation room while the employee is using the room to express breast milk. When an employee is using the room to express milk, Putnam County shall provide notice to other employees that the room is given preference for use as a lactation room.

A lactation room shall be in reasonable and close proximity to such employee's work area (i.e., within a walking distance that does not appreciably lengthen the break time). If the workplace/worksites has access to refrigeration, access to refrigeration shall be extended to the employee for the purposes of storing the expressed milk. Putnam County is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, regardless of the method of storage and to bring such milk home with ~~her~~ them each evening.

Another room or location (such as a vacant office or the employee's office) also may be used as a lactation room, provided that the room/location otherwise accords to the standards set forth in this Policy. As a last resort, a cubicle may be made available as a lactation room, provided that the cubicle is fully enclosed with a partition, with walls at least seven feet tall, and otherwise accords to the standards set forth in this Policy.

Process of Requesting the Use of a Lactation Room

Covered employees have a right to request a lactation room. The process for requesting break time to use a lactation room to express milk is as follows:

1. Prior to returning to work or as soon as possible thereafter, employees should make a request to their Department Head. The request should include the anticipated duration of request, and an approximation of the number of breaks per day the employee is requesting.
2. Department ~~H~~eads should respond by providing employee with access directions for the room in that location.
3. When two or more covered employees need to use the room at the same time, the employee(s) also should contact their department head who will determine the process for the use of the room. The ~~d~~Department ~~H~~ead will discuss options with the employees to determine what arrangement will address each of the employee's needs. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.

4. When the lactation room is not a dedicated space, there should be a clear indication of when the room is being used as a lactation room and that it may not be used for any other purpose during that time. When possible, a schedule should be created to allow for maximum use of the space by all users.
5. Department ~~H~~heads are responsible for forwarding all requests to the Personnel Department.
6. If the ~~D~~epartment ~~H~~ead is concerned that a request will pose an undue hardship, they should immediately contact the Personnel Department. The ~~P~~ersonnel Department will endeavor to assist the department in finding a solution.

ANTI-DISCRIMINATION

It is unlawful to discriminate in any way against an employee who chooses to express milk in the workplace. Supervisors and co-workers are reminded to respect and be sensitive to an employee's choice to nurse, as well as to ~~her~~ their other efforts to do what she considers best for ~~her~~ their child.

Nothing in this policy shall supersede any provision of New York State Law.

Nursing Mothers

STATEMENT OF POLICY

Putnam County will accommodate requests from employees who need to express breast milk during the workday, in accordance with the terms and conditions of this Policy. This Policy is designed to comply with all applicable laws, including the Fair Labor Standards Act (FLSA) and New York Labor Law § 206-c.

DEFINITIONS

Employee: All people employed by Putnam County; including full-time, part-time, and temporary workers.

Lactation Room: A sanitary place, other than a restroom or toilet stall, that can be used to express breast milk shielded from view and free from intrusion. The lactation room does not need to be a dedicated or permanent space. "Lactation room" shall be used to refer to the space being used by an employee for the purpose of expressing breast milk.

POLICY AND PROCEDURES

Amount and Frequency of Time Needed

Putnam County will provide an employee with thirty minutes of paid break time to express breast milk when a reasonable need arises. Employees may utilize existing paid meal or break times should they need additional time. Paid time to express breast milk shall be available for up to three (3) years following childbirth.

The number of breaks that a covered employee will need to take may vary based on the employee's physical needs and specific circumstances. Putnam County shall provide break time at least once every three hours if requested by the employee.

Space Requirements

The lactation room must include at minimum:

- A chair;
- A work surface;
- Nearby access to running water; and
- If the space is supplied with electricity, an electrical outlet

Each lactation room shall be well lit at all times through either natural or artificial light. If the room has a window, it shall be covered with a curtain, blind, or other covering to ensure privacy. Putnam County must maintain the safety and cleanliness of a lactation room set aside for the use of employees expressing breast milk at work and ensure such room is free of hazardous materials. To ensure privacy,

the room should have a door equipped with a functional lock. If a door with a functional lock is not available, a sign shall be posted advising that the room is in use and not accessible to other employees or the public.

If a room designated to serve as a lactation room is also used for another purpose, the sole function of the room shall be as a lactation room while the employee is using the room to express breast milk. When an employee is using the room to express milk, Putnam County shall provide notice to other employees that the room is given preference for use as a lactation room.

A lactation room shall be in reasonable and close proximity to such employee's work area (i.e., within a walking distance that does not appreciably lengthen the break time). If the workplace/worksites has access to refrigeration, access to refrigeration shall be extended to the employee for the purposes of storing the expressed milk. Putnam County is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, regardless of the method of storage and to bring such milk home with them each evening.

Another room or location (such as a vacant office or the employee's office) also may be used as a lactation room, provided that the room/location otherwise accords to the standards set forth in this Policy. As a last resort, a cubicle may be made available as a lactation room, provided that the cubicle is fully enclosed with a partition, with walls at least seven feet tall, and otherwise accords to the standards set forth in this Policy.

Process of Requesting the Use of a Lactation Room

Covered employees have a right to request a lactation room. The process for requesting break time to use a lactation room to express milk is as follows:

1. Prior to returning to work or as soon as possible thereafter, employees should make a request to their Department Head. The request should include the anticipated duration of request, and an approximation of the number of breaks per day the employee is requesting.
2. Department Heads should respond by providing employee with access directions for the room in that location.
3. When two or more covered employees need to use the room at the same time, the employee(s) also should contact their Department Head who will determine the process for the use of the room. The Department Head will discuss options with the employees to determine what arrangement will address each of the employee's needs. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.
4. When the lactation room is not a dedicated space, there should be a clear indication of when the room is being used as a lactation room and that it may not be used for any other purpose during that time. When possible, a schedule should be created to allow for maximum use of the space by all users.

5. Department Heads are responsible for forwarding all requests to the Personnel Department.
6. If the Department Head is concerned that a request will pose an undue hardship, they should immediately contact the Personnel Department. The Personnel Department will endeavor to assist the department in finding a solution.

ANTI-DISCRIMINATION

It is unlawful to discriminate in any way against an employee who chooses to express milk in the workplace. Supervisors and co-workers are reminded to respect and be sensitive to an employee's choice to nurse, as well as to their other efforts to do what she considers best for their child.

Nothing in this policy shall supersede any provision of New York State Law.

McKinney's Consolidated Laws of New York Annotated
Labor Law (Refs & Annos)
Chapter 31. Of the Consolidated Laws (Refs & Annos)
Article 7. General Provisions

McKinney's Labor Law § 206-c

§ 206-c. Right of nursing employees to express breast milk

Currentness

1. An employer shall provide paid break time for thirty minutes, and permit an employee to use existing paid break time or meal time for time in excess of thirty minutes, to allow an employee to express breast milk for such employee's nursing child each time such employee has reasonable need to express breast milk for up to three years following child birth. No employer shall discriminate in any way against an employee who chooses to express breast milk in the work place.

2. (a) Upon request of an employee who chooses to express breast milk in the workplace, an employer shall designate a room or other location which shall be made available for use by such employee to express breast milk. Such room or other location shall be a place that is: (i) in close proximity to the work area; (ii) well lit; (iii) shielded from view; and (iv) free from intrusion from other persons in the workplace or the public. Such room or other location shall provide, at minimum, a chair, a working surface, nearby access to clean running water and, if the workplace is supplied with electricity, an electrical outlet. The room or location provided by the employer for this purpose shall not be a restroom or toilet stall.

(b) If the sole purpose or function of such room or other location is not dedicated for use by employees to express breast milk, such room or other location shall be made available to such an employee when needed and shall not be used for any other purpose or function while in use by such employee. Employers shall provide notice to all employees as soon as practicable when such room or other location has been designated for use by employees to express breast milk.

(c) Where compliance with the requirements of paragraphs (a) or (b) of this subdivision is impracticable because it would impose an undue hardship on the employer by causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business, such employer shall make reasonable efforts to provide a room or other location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express breast milk in privacy. Provided, however, nothing in this subdivision shall otherwise exempt an employer from the requirements of subdivision one of this section.

(d) If the workplace has access to refrigeration, the employer shall extend such access to refrigeration for the purposes of storing the expressed milk.

3. The commissioner shall develop and implement a written policy regarding the rights of nursing employees to express breast milk in the workplace pursuant to the provisions of this section. Employers shall provide such written policy to each employee upon hire and annually thereafter, and to employees upon returning to work following the birth of a child. Such policy shall:

(a) Inform employees of their rights pursuant to this section;

(b) Specify the means by which a request may be submitted to the employer for a room or other location for use by employees to express breast milk; and

(c) Require the employer to respond to such request within a reasonable timeframe, but not to exceed five business days.

4. No employer or their agent, or the officer or agent of any corporation, partnership, or limited liability company, or any other person, shall discharge, threaten, penalize, or in any other manner discriminate or retaliate against any employee because such employee has exercised their rights afforded under this section.

Credits

(Added L.2007, c. 574, § 1, eff. Aug. 15, 2007. Amended L.2022, c. 672, § 1, eff. June 7, 2023; L.2024, c. 56, pt. J, § 1, eff. June 19, 2024.)

McKinney's Labor Law § 206-c, NY LABOR § 206-c

Current through L.2025 chapters 1 to 360. Some statute sections may be more current, see credits for details.

End of Document

© 2025 Thomson Reuters No claim to original U.S. Government Works.

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: William A. Orr, Jr., Senior Fiscal Manager

DEPT: Health

DATE: August 7, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
21401000-51000 Health Ed-Personnel Services	21401000-51093 Health Ed - OT	\$5,000
TOTAL:		\$5,000

PURPOSE:

To cover Nursing & Health Ed overtime for the remainder of 2025.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

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

25T232

COUNTY OF PUTNAM

corral
Pers - 2016
A+A
Reso
#9

FUND TRANSFER REQUEST #113

TO: Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DEPT: Health
DATE: August 7, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
11401000-51000 Public Health Nurse Vacancy 11116	11401000-51093 Nursing - OT	\$20,000
TOTAL:		\$20,000

2025 AUG 11 AM 11:50
LEGISLATURE
PUTNAM COUNTY
CARROLL, AR

PURPOSE:
To cover Nursing overtime for the remainder of 2025.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

AUTHORIZATION: (Electronic signatures)

Department Head Signature/Designee Date

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

25T235

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc All
Pers 9-18-25
Attn KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Recd

#10

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance
Re: Budgetary Transfer - 25T277
Date: August 21, 2025

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP -3 PM 3:36

At the request of the Commissioner of Finance, the following budgetary transfer is required.

Increase Appropriations:

10102000.51093	DSS Admin Services - Overtime	17,500
10102000.51098	DSS Admin Services - On Call Pay	58,200

Decrease Appropriations:

10199000.54980	Contingency	75,700
----------------	-------------	--------

Fiscal Impact - 2025 - \$ 75,700
Fiscal Impact - 2024 - \$ 0

This Resolution was recommended to increase funding overtime and on-call budget lines to reflect CSEA Contract Settlement costs as per the attachment.

Approved:

Kevin M. Byrne
County Executive

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



social - 9.18
Reis
D+A
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso
#11

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance
Re: Budgetary Transfer - 25T283
Date: September 11, 2025

KJE

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 SEP 12 AM 9:57

At the request of the Commissioner of Finance, the following budgetary transfer is required.

GENERAL FUND

Increase estimated appropriations:

10101001 51000 (110)	Personnel Services- Legislative Clerk	22,132
10101001 58002	FICA	1,693
10131000 51000 (101)	Personnel Services- Commissioner of Finance	16,480
10131000 51000 (101)	Personnel Services	2,564
10131000 58002	FICA	1,457
10311000 51000 (100)	Personnel Services- UnderSheriff	17,683
10311000 58002	FICA	1,353
10905000 58050	Unemployment Expense	71,000
		134,362

Decrease estimated appropriations:

10141000 51000 (105)	Personnel Services- Records Clk/Typist	21,261
10141100 51000 (118)	Personnel Services- MV Cashier (SS)	17,492
10143000 51000 (110)	Personnel Services- Sr. Personnel Specialist	24,000
10168000 51000 (109)	Personnel Services- Dep Director IT/GIS	30,000
10314000 51000 (132)	Personnel Services- Probation Officer 1	21,776
10314000 51000 (133)	Personnel Services- Probation Officer 1	19,833
		134,362

This Resolution is required to provide for the vacation payouts of employees, adjust the Commissioner of Finance salary, and to provide funding for unemployment insurance through the end of 2025.

Approved:

Kevin M. Byrne
County Executive

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

cc: [unclear]
9-18-25
A-1
Reso
#12

TO: Commissioner of Finance
FROM: Robert Lipton, Commissioner
DEPT: Bureau of Emergency Services
DATE: 9/10/25

2025 SEP 11 AM 9:05
LEGISLATURE
PUTNAM COUNTY
GARFIELD, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
13398900 54520 E911 Phone Equipment	13398900 51093 Overtime	\$90,000	Transfer needed to cover 911 Dispatch Overtime for remainder of 2025

20 Fiscal Impact \$ _____

20 Fiscal Impact \$ _____

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

25T285

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

2025
SEP
11
9-18-25
R200
#13

TO: Commissioner of Finance

FROM: Sheila Barrett, First Deputy Commissioner of Finance *SNB*

DEPT: Finance

DATE: September 10, 2025

I hereby request approval for the following transfer of funds on behalf of the Health Department:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
11401000 51000 11120 Nursing – Personnel Services <i>Public Health Nurse (SS)</i>	11401000 51094 Nursing - Temporary	\$5,950.00	Fund Temporary Line for remainder of 2025
114010000 51000 11120 Nursing – Personnel Services <i>Public Health Nurse (SS)</i>	11401000 58002 Nursing - FICA	\$ 460.00	Fund Temporary Line for remainder of 2025

25T286

Total \$6,410.00

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2025 SEP 11 AM 9:05
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

25T286

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: William A. Orr, Jr., Senior Fiscal Manager

DEPT: Health

DATE: September 9, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
11401000-51000 Public Health Nurse Vacancy 11120	11401000-51094 Nursing – Temporary	\$5,950
11401000-51000 Public Health Nurse Vacancy 11120	11401000-58002 Nursing - FICA	\$460
TOTAL:		\$6,410

PURPOSE:

M. McCormack, Full Time, is retiring. Requesting to hire back in Temp line for 17.5 hours weekly to assist with appropriate succession planning, orienting her replacement to the position in the immunization program and to continue her work in the many other nursing division programs. Immunization is a mandated program with many regulations and deliverables. This position is crucial to the development of all mandated Nursing programs, policies & procedures, including Communicable Disease, Rabies & Maternal Child Health.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

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

25T286

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: A/Sheriff Brian M. Hess

DEPT: Sheriff/Corrections

DATE: September 11, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10102 (Jail General: Personnel) <i>Si. Office Assistant</i>	15311000.51000.10108 (Sheriff Civil: Personnel) <i>Principal Acct Clerk</i>	\$5,377.00	Salary Surplus month of June
10315000.51000.10102 (Jail General: Personnel)	15311000.51000.10108 (Sheriff Civil: Personnel)	\$5,889.00	Salary Surplus month of July
10315000.58002 (Jail General: FICA)	15311000.58002 (Sheriff Civil: FICA)	\$862.00	cover related FICA

Total

\$12,128.00

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

AUTHORIZATION:

Date

Commissioner of Finance/Designee: Initiation and \$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

LEGISLATURE
PUTNAM COUNTY
CARMEL, IN

2025 SEP 12 PM 1:20

25T288

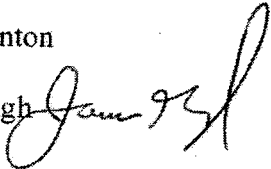
P-1

Putnam County Sheriff's Department

Inter - Office Memorandum

9/11/25
Date: March 12, 2025

To: Sheriff Brian Hess
Undersheriff James Menton

From: Captain James Greenough 

Subject: **FUNDS TRANSFER
POSITION UPGRADE**

Request the fund transfers below be approved to cover costs that will be incurred due a change in title of an Office Assistant position to Principal Account Clerk in the Sheriff's Office Civil Division. This position will work in Civil and assist the Fiscal Manager. Approving the listed below lines will cover projected costs of the change in title.

Reduce 10315000.10102 Open Personnel Line Funds by \$5,377.00. (Month of June)

Reduce 10315000.10102 Open Personnel Line Funds by \$5,889.00. (Month of July)

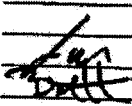
and

Increase ~~10311000.10108~~ Office Assistant by \$11,266.00.

Reduce 10315000.58002 Jail General FICA by \$862.00 and

Increase ~~10311000.58002~~ Sheriff-Civil FICA by \$862.00.

RECEIVED AND FORWARDED FOR ACTION

SGT	_____
LT	_____
LT	_____
CAPT	_____
US	_____
SHERIFF	

25T288

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc:all
Pers-FY1
A+A-sign*

sign

FYE- #15

TO: Commissioner of Finance

FROM: Sheila Barrett, First Deputy Commissioner of Finance

DEPT: Finance

DATE: August 21, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10136200.54910 Tax Advertising & Expense	10135500.51094 Temporary	\$1,700.00	Fund Temporary Line for remainder of 2025 <i>For part-time clerk (20 hours per week)</i>

25T254

Total

\$1,700

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2025 SEP -2 PM 3:25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

25T254

**COUNTY OF PUTNAM
FUND TRANSFER REQUEST**

*cc: all
Pers - FYI
ATA - sign*

sign

FYI # 16

TO: Commissioner of Finance

FROM: Sheila Barrett, First Deputy Commissioner of Finance

DEPT: Finance

DATE: August 21, 2025

I hereby request approval for the following transfer of funds on behalf of Real Property:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10135500.54680 Data Processing	10135500.51094 Temporary	\$2,500.00	Fund Temporary Line for remainder of 2025 <i>For part-time Clerk. (20 hours per week)</i>

25T255

Total *\$2,500*

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2025 SEP -2 PM 3:24
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

25T255

Personnel Committee Mtg.
September 18, 2025
#17

FYI/Accident Report
(Attached Backup is Confidential)

Personnel Committee Mtg.
September 18, 2025
#18

FYI/ Incident Report
(Attached Backup is Confidential)