THE PUTNAM COUNTY LEGISLATURE
40 Gleneida Avenue
Carmel, New York 10512
Phone (845) 808-1020 • Fax (845) 808-1933
putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*
William Gouldman *Deputy Chair*
Diane Trabulsy *Clerk*

Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

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

Members: Chairwoman Addonizio and Legislators Russo & Sayegh

Tuesday 6:00pm November 10, 2026

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Acceptance of Minutes – September 8, 2026**
4. **Approval – Budgetary Amendment 26A083 – Social Services – Temporary Employee Covering Extended Leave**
5. **Bureau of Emergency Services – Reclassification from Office Assistant to Senior Office Assistant**
   a. **Approval – Fund Transfer 26T320 – Bureau of Emergency Services – Reclassification**
   b. **Approval – Fund Transfer 27T001 – Bureau of Emergency Services – Reclassification (To be approved at 01/05/2027 Organizational Mtg.)**
6. **FYI – Accident Report**
7. **FYI – Incident Report**
8. **Other Business**
9. **Adjournment**

#3

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

Members: Chairwoman Addonizio and Legislators Russo & Sayegh

Tuesday 6:00pm September 8, 2026

The meeting was called to order at 6:00pm by Chairwoman Addonizio, who requested Legislator Sayegh lead in the Pledge of Allegiance. Upon roll call, Legislator Sayegh and Chairwoman Addonizio were present. Legislator Russo was absent. Chairwoman Addonizio requested that Legislator Birmingham sit on the Committee in Legislator Russo's absence.

Item #3 – Acceptance of Minutes – July 16, 2026 & August 12, 2026

The minutes were accepted as submitted.

Item #4 – Approval – Resolution in Connection with the County Policy on Retiree Health Insurance Benefits

Chairwoman Addonizio stated she had received correspondence from retirees concerned about the proposed contribution category for pension benefits under $30,000. She stated she supported reducing that category and wanted retirees to understand the proposal was intended to lower, not increase, retiree contribution rates.

Chairwoman Addonizio made a motion to waive the rules and accept the additional information; Seconded by Legislator Sayegh. All in favor.

Acting Personnel Officer Adrienne Iasoni stated the information presented was a snapshot and approximately 87% of County retirees are Medicare eligible, while 13% are non-Medicare enrollees. She stated 2027 premium rates and future retirements are not yet known, limiting the ability to project exact costs. She also stated changes affecting certain CSEA retirees would require a Memorandum of Understanding (MOU).

Principal Personnel Specialist Patricia Rau reviewed the difference between non-Medicare and Medicare retiree coverage and explained that Medicare-eligible retirees must enroll in Medicare Parts A and B. She stated Medicare becomes the primary coverage and the Empire Plan becomes secondary, substantially reducing the premium billed to the County. She also explained the Medicare Part B reimbursement available to eligible retirees.

Legislator Birmingham stated examples demonstrated that some Medicare-eligible retirees receive reimbursements greater than their required health insurance contribution and noted that approximately 249 retirees currently fall into that category. He also referenced approximately $6 million assigned for other post-employment benefits and stated reduced retiree contribution rates could encourage some long-serving employees to retire, potentially creating salary and benefit savings when positions are refilled at lower steps.

Payroll Manager Kathy Dean-Frick explained that Income-Related Monthly Adjustment Amount (IRMAA) reimbursements are based on household income and may increase the Medicare

reimbursement owed by the County. She stated there are instances where the County could be reimbursing a retiree up to $4,900.

Acting Commissioner of Finance Alexandra Gordon questioned the estimated fiscal impact of the proposed contribution schedule and whether the change would be sustainable. She stated recurring expenses should not be supported by fund balance and encouraged the Legislature to consider the ongoing taxpayer impact.

Legislator Montgomery questioned whether an estimated annual cost could be prepared using current figures and whether the Legislature could receive an annual report regarding covered retirees. She also suggested consulting NYSHIP or the New York State Comptroller's Office for additional guidance.

Legislator Birmingham disclosed that he currently participates in the County health insurance plan and may qualify for retiree coverage after his term ends, but stated the proposed changes would not alter the contribution percentage he expects to pay. He stated he intended to participate in the vote.

John Mulreany, retiree of Putnam County, thanked the Committee for its review and stated he hoped the resolution would pass.

Legislator Regan questioned how the proposal could be more clearly communicated to retirees who had expressed concern that benefits were being reduced or eliminated.

Chairwoman Addonizio reiterated that the proposal was intended to lower contribution rates.

Shawn Rogan, retiree of Putnam County, suggested creating a retiree portal where retirees could receive information and make payments electronically. He also requested that length of service continue to be considered in future discussions concerning retiree health insurance.

Principal Personnel Specialist Rau stated Personnel has been developing an externally accessible benefits portal that includes a retiree health section and could be used to post information concerning future changes.

Legislator Birmingham stated he would like to see this move forward this evening to be considered at a Special Full Legislative Meeting at the end of the month before October 1st when the tentative budget is due from the County Executive.

Acting Commissioner of Finance Gordon questioned if the chart could be changed prior to approval.

Legislative Counsel Heather Abissi stated a minor adjustment to the contribution schedule could generally be made by amendment at the Full Legislative Meeting, while a substantial change to the operation of the resolution could require a new resolution with proper notice.

Chairwoman Addonizio reviewed the amendments to the contribution schedule.

Legislator Birmingham made a motion to amend the contribution schedule; Seconded by Chairwoman Addonizio. All in favor.

Chairwoman Addonizio made a motion to amend Section 2 so the resolution would take effect January 1, 2027, subject to approval of the required MOU with CSEA; Seconded by Legislator Sayegh. All in favor.

Chairwoman Addonizio made a motion to pre-file the necessary resolution as amended; Seconded by Legislator Birmingham. All in favor.

Item #5 – Approval – Authorization – Creation of an Additional Senior Deputy County Attorney Position in the Dept. of Law

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

Item #6 – Approval – Budgetary Transfer 26T241 – Law Dept. – Emergency Hire of Additional Attorney

Legislator Sayegh questioned whether sufficient funds would remain in the Law Department legal services line through year-end.

Acting Commissioner Gordon stated the available funds were reviewed and are sufficient to carry the Law Department through the end of the year.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Sayegh. All in favor.

Item #7 – FYI – Fund Transfer 26T233 – Health Dept. – Early Intervention Overtime – Duly Noted

Item #8 – FYI – Accident Report – Duly Noted

Item #9 – FYI – Incident Report – Duly Noted

Item #10 – Other Business

a. **Discussion – Personnel Matter**

At 6:59pm Legislator Birmingham made a motion to go into executive session to discuss a specific personnel matter; Seconded by Chairwoman Addonizio. All in favor. Acting Personnel Officer Iasoni was invited to attend.

At 7:12pm Legislator Birmingham made a motion to come out of executive session; Seconded by Chairwoman Addonizio. All in favor.

No action was taken during executive session.

Item #11 – Adjournment

There being no further business at 7:15pm, Chairwoman Addonizio made a motion to adjourn; Seconded. All in favor.

Respectfully Submitted by Deputy Clerk, Beth Robinson.

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9. **FYI – Incident Report**
10. **Other Business**
11. **Adjournment**

Pers Dev. Recd
Fund Dec
#4
Personnel 11/10

ALEXANDRA GORDON.
Acting Commissioner of Finance

JOSEPH VITA
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

October 20, 2026

2026 OCT 27 PM 12:34
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Dear Ms. Trabulsy,

Pursuant to Code Section 5-1, C dated February 14, 2010, I am advising you of the following request to amend the Putnam County Department of Social Services 2026 budget:

Increase Appropriations:		
10101000 51094	**SS PROG ADMN INC MAIN/TEMPORARY**	**$ 5,625**
10107000 51094	**SS PROG ADM FDSTMPS/ TEMPORARY**	**$ 3,750**
		$ 9,375

Decrease Appropriations:		
10101000 51000 (115)	**SS PROG ADMN INC MAINT/PERSONNEL SERV**	**$ 5,625**
10101000 51000 10233 (115)	**FAMILY CNTRD CASE MNGMNT/PERSONNEL SERV**	**$ 350**
10107000 51000 (115)	**SS PROG ADMN FDSTMPS/ PERSONNEL SERV**	**$ 3,400**
		$ 9,375

2026 Fiscal Impact - 0
2027 Fiscal Impact – 0

The Department of Social Services requests approval to reappropriate $9,375 to compensate a temporary employee who will provide additional support to the Temporary Assistance and SNAP units while the Principal Office Assistant returns from extended medical leave. The funds requested will be drawn from the Principal Office Assistant position within the Temporary Assistance & SNAP units.
Please forward to the appropriate committee.

AUTHORIZATION:

Date _____ Commissioner of Finance/Designee: Initiation 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 **26A083**

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

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner

DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

October 19, 2026

TO: Alexandra Gordon, Acting Commissioner of Finance

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

SUBJECT: DSS 2026 Budgetary Amendment

The Department of Social Services is seeking approval to reappropriate funds to compensate a temporary employee in providing additional support to the Temporary Assistance & SNAP units while the **Principal Office Assistant** returns from an extended medical leave of absence. To support the additional $9,375 requested, funds are being utilized from the **Principal Office Assistant** position within the TA & SNAP units.

Increase Appropriations:

10101000	SS PROG ADMN INC MAINT	
51094	TEMPORARY	$5,625
10107000	SS PROG ADMN FDSTMPS	
51094	TEMPORARY	$3,750

Decrease Appropriations:

10101000	SS PROG ADMN INC MAINT	
51000 (115)	PERSONNEL SERVICES	$5,625
10101000	SS PROG ADMN INC MAINT	
51000 (115)	PERSONNEL SERVICES	
10233	FAMILY CENTERED CASE MANAGEMENT SRV	$350
10107000	SS PROG ADMN FDSTMPS	
51000 (115)	PERSONNEL SERVICES	$3,400

Fiscal Impact (26) -0-
Fiscal Impact (27) -0-

DONALD B. SMITH COUNTY GOVERNMENT CAMPUS ~ BLDG. #2
110 OLD ROUTE SIX ~ CARMEL, NEW YORK 10512 (845) 808-1500 *FAX* (845) 225-8635
MEDICAID UNIT *FAX* (845) 225-0947
YOUTH BUREAU (845) 808-1600

Thank you for your time and consideration of this request.

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

cc All Pers Audit 2:30 #5a Personnel 11/10

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: James Oster, Commissioner

DEPT: Bureau of Emergency Services

DATE: 11/3/26

PUTNAM COUNTY LEGISLATURE CHARLES LITV
2026 NOV -3 PM 3:21

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10398900 51094 Temporary	10398900 51000 (124) Personnel Services Sr. Office Assistant	$394.00	Transfer needed to reclassify title from Office Assistant to Senior Office Assistant

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

26T320

PUTNAM COUNTY
BUREAU OF EMERGENCY SERVICES

Kevin M. Byrne
County Executive

James G. Oster
Commissioner of Emergency Services

Drew W. Kinash
Deputy Commissioner of Emergency Services

Matthew W. Nadolny
Director of Emergency Management

Robert Cuomo
Director of Emergency Medical Services

MEMORANDUM

To: Daniel G. Birmingham
Chair, Putnam County Legislature

From: James G. Oster, Commissioner

Re: November Personnel Meeting

Date: November 3, 2026

I respectfully request to add the attached Reclassification Notice to the agenda of the November Personnel Meeting.

I am requesting a fund transfer to accommodate the updated title from Office Assistant to Senior Office Assistant.

Thank you.

2026 NOV -3 PM 3:05
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

112 Old Route 6 | Carmel, New York 10512
tel: (845) 808-4000 | fax: (845) 808-4010
www.putnamcountyny.gov/pcbes

ADRIENE IASONI
ACTING PERSONNEL OFFICER

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Classification/Reclassification Notice

October 28, 2026

James Oster
Commissioner of the Bureau of Emergency Services

Via email

Commissioner Oster,

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:
_X_ Job Classification Questionnaire (Form 220)
___ New Position Duties Statement (Form 222)
____ 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 Senior Office Assistant in the Competitive jurisdictional classification. Please see requirements below.

_X_ 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.

_____ 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.

_____ 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.

_____ 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.

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

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

Sincerely,

Patricia Rau
Principal Personnel Specialist

ADRIENE IASONI
ACTING PERSONNEL OFFICER

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Classification/Reclassification Checklist

Name: James G. Oster **Title:** Commissioner

Municipality: _____ **Department:** Bureau of Emergency Services

Preferred contact information: James.Oster@Putnamcountyny.gov

For employee title re-classification:

☒ We plan on requesting and funding approval for this classification
☐ 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 how/if this will affect the subject employee
☐ We do not agree with this re-classification 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 :_____.

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* concurrent time spent as a provisional in the title an employee becomes permanent in, directly before their permanent appointment, 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 will have completed their probationary period.

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 Old Route Six, Building Three
Carmel, NY 10512
Tel: 845-808-1650 Fax: 845-808-1921
www.putnamcountyny.gov/personneldept

w/All Pers Audit

#5b Personnel 11/10

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: James Oster, Commissioner

DEPT: Bureau of Emergency Services

DATE: 11/3/26

2026 NOV -3 PM 3:21
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10398900 51094 Temporary	10398900 51000 (124) Personnel Services	$5,424.00	2027 Transfer needed to reclassify title from Office Assistant to Senior Office Assistant
10398900 51000 (120) Office Assistant	10398900 51000 (124) Sr Office Assistant	$51,527.00	
		$56,951.00 ✓	

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

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27T001

PUTNAM COUNTY
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#6 & #7

November 10, 2026
Personnel Meeting

7. FYI – Accident Report

8. FYI – Incident Report