



# Personnel Committee

## Committee Meeting

60 Central Ave.  
Cortland, NY 13045  
<http://www.cortland-co.org>

### ~ Agenda ~

Tuesday, December 12, 2017

9:00 AM

Room 304

### CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Legislative District 1 John R Troy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 4 Richard Bushnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 13 Kevin Whitney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice Chair Sandra Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chair George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 7 Raylynn Knolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 9 Linda Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### MINUTES

1. Personnel Committee - Committee Meeting - Nov 9, 2017 9:00 AM
2. Personnel Committee - Special Committee Meeting - Nov 16, 2017 4:50 PM

### RESOLUTIONS

#### Board of Elections

#### County Attorney

#### Legislature/Historian

#### Personnel Department

### ON MOTION OF WAGNER

### AGENDA ITEM NO. 1

#### **Amend 2017 Budget/Transfer Funds – Personnel Department/ Medical Dental Vision Claims**

WHEREAS, the County budgeted \$6,511,583 for the payment of medical/dental/vision claims and related expenses for health insurance claim costs in 2017, AND

WHEREAS, the appropriated CH funds set for the Health/Dental/Vision line of the Personnel /Civil Service Office 2017 budget will be expended, it is necessary to appropriate additional funds for the fiscal year 2017, AND

WHEREAS, based upon the amount of medical/dental/vision claims at the 11 month mark there will be a shortage of approximately \$600,000 (estimated) within the TPA Program Cost Account line in the CH Fund, NOW THEREFORE BE IT

RESOLVED, that the 2017 County Budget is hereby amended as follows:

Decrease:

Expense: Appropriated Fund Balance

600,000 (estimated)

Increase:

Expense: TPA Program Cost

CH90605 54949

600,000 (estimated)

## **DISCUSSION/REPORTS**

### **Discussion Items**

1. Creation/Filling County Auditor Position
2. December Vacancy Report
3. New York State Department of Labor Violations
4. Salary Adjustment Department of Social Services



# Personnel Committee

## Committee Meeting

60 Central Ave.  
Cortland, NY 13045  
<http://www.cortland-co.org>

### ~ Minutes ~

Thursday, November 9, 2017

9:00 AM

Room 304

### CALL TO ORDER

The meeting was called to order at 9:00 AM by Chair George Wagner

Attendee Name	Title	Status	Arrived
John R Troy	Legislative District 1	Present	
Richard Bushnell	District 4	Present	
Kevin Whitney	District 13	Present	
Sandra Price	Vice Chair	Present	
George Wagner	Chair	Present	
Raylynn Knolls	District 7	Present	
Linda Jones	District 9	Present	
Annette Barber	Personnel Director	Present	
Karen Howe	County Attorney	Present	
Donnell Boyden	Legislative District 8	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Mary Ann Discenza	District 6	Present	
Joseph Steinhoff	District 12	Late	9:55 AM
Ron Vandee	Legislator Elect District 4	Late	9:15 AM

### MINUTES

Personnel Committee - Committee Meeting - Oct 17, 2017 9:00 AM

### RESOLUTIONS

#### Board of Elections

#### County Attorney

#### Legislature/Historian

#### Personnel Department

AGENDA ITEM NO. 1 – Authorize Agreements - Several Agencies - Personnel/Civil Service - **Approved**

AGENDA ITEM NO. 2 – Revise Self Insurance Rates - Employees' Health Benefits Program - Cortland County - **Approved**

AGENDA ITEM NO. 3 – Establish Worker's Compensation Plan Citizen's Review Committee - Personnel Department - **Approved**

Minutes Acceptance: Minutes of Nov 9, 2017 9:00 AM (MINUTES)

## DISCUSSION/REPORTS

### Discussion Items

#### November Vacancy Report

Ms. Price said she understands how hard it is to decide to get rid of an employee but she said she has seen the negative impacts of not doing so.

Ms. Price brought up management pay raises. She feels the issue should be revisited. Mr. Wagner said he agrees.

### Executive Session



# Personnel Committee

## Special Committee Meeting

~ Minutes ~

60 Central Ave.  
Cortland, NY 13045  
<http://www.cortland-co.org>

George Wagner

Thursday, November 16, 2017

4:50 PM

Room 304

### I. Call to Order

Attendee Name	Title	Status	Arrived
John R Troy	Committee Member	Present	
Richard Bushnell	Committee Member	Present	
Kevin Whitney	Committee Member	Present	
Sandra Price	Vice Chair	Present	
George Wagner	Chair	Present	
Raylynn Knolls	Committee Member	Present	
Linda Jones	Committee Member	Present	
Donnell Boyden	Legislative District 8	Present	
Mary Ann Discenza	District 6	Present	
Karen Howe	County Attorney	Present	
Annette Barber	Personnel Director	Present	
Ron VanDee	Legislator Elect	Present	
Kristen Monroe	Commissioner of Social Services	Present	
Diann Potter	District 5	Present	
Gordon Wheelock	District 10	Present	
Christopher Newell	District 11	Present	

### II. Action Items

#### 1. Action Item (ID # 5002)

Employee Pay Adjustment - Department of Social Services

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	John R Troy, Committee Member
<b>SECONDER:</b>	Kevin Whitney, Committee Member
<b>AYES:</b>	Troy, Bushnell, Whitney, Price, Wagner, Knolls, Jones

Minutes Acceptance: Minutes of Nov 16, 2017 4:50 PM (MINUTES)

**ON MOTION OF GEORGE WAGNER, CHAIR**

**AGENDA ITEM NO. 1**

**Amend 2017 Budget/Transfer Funds – Personnel Department/ Medical Dental Vision Claims**

WHEREAS, the County budgeted \$6,511,583 for the payment of medical/dental/vision claims and related expenses for health insurance claim costs in 2017, AND

WHEREAS, the appropriated CH funds set for the Health/Dental/Vision line of the Personnel /Civil Service Office 2017 budget will be expended, it is necessary to appropriate additional funds for the fiscal year 2017, AND

WHEREAS, based upon the amount of medical/dental/vision claims at the 11 month mark there will be a shortage of approximately \$600,000 (estimated) within the TPA Program Cost Account line in the CH Fund, NOW THEREFORE BE IT

RESOLVED, that the 2017 County Budget is hereby amended as follows:

Decrease:		
Expense: Appropriated Fund Balance		600,000 (estimated)
Increase:		
Expense: TPA Program Cost	CH90605 54949	600,000 (estimated)

# POSITION VACANCY REPORT

## As of December 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/Adv.
Driver, per diem (1) Grade 2, \$11.9997-14.8915/hr.	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted
Call Taker (12 Hours week) Grade 1 \$14.5723-19.1761/hr.	ERAC	New position	1/1/2015	2/19/2015	2/20/2015	3/6/2015	Posted/Advertised
Nurse Practitioner \$31.7996-37.0650/hr.	Health	Retirement	12/31/2015	10/7/2015	10/8/2015	10/8/2015	Posted/Advertised
Heavy Equipment Maintenance Mechanic Grade 14 \$18.0962-22.4580/hr.	Highway	Resignation	9/27/2016	9/21/2016	9/22/2016		
Correction Officer Grade 1, \$17.0805-\$29.3928/HR	Sheriff	Promotion	3/6/2017	3/6/2017	3/8/2017	3/10/2017	Cert
Principal Account Clerk Grade 13 \$17.6892-\$21.9645	Budget & Finance	Retirement	6/1/2017	4/7/2017			
Highway Construction Mechanic Grade 12, \$17.1323-\$21.2610/hr	Highway	Retirement	5/31/2017	5/23/2017	5/23/2017	5/23/2017	Posted
Speech Language Pathologist Grade 28- \$30.5526-\$37.9153/hr	Health	New	6/22/2017	6/26/2017	6/26/2017	6/26/2017	Posted
Mental Health Practitioner 105, 000/yr	MHC	New	6/26/2017	6/27/2017	6/27/2017	6/27/2017	Posted
Safety & Code Officer Grade 11- \$39,101-\$47,522/hr	County Attorney	Resignation	7/15/2017	6/27/2017	6/27/2017	6/29/2017	Posted/Exam
Correction Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Termination	7/17/2017	7/5/2017	7/7/2017	7/11/2017	Cert
RN \$26.0358-\$30.3468/HR	Health	Retirement	5/4/2017	7/11/2017	7/11/2017	7/11/2017	Posted
Weigh Scale Operator Grade 8 \$15.1197-\$18.7633	Highway/Solid Waste	Resignation	6/16/2017	7/13/2017	7/13/2017	9/12/2017	11/14/2017

Attachment: December 2017 (5076 : December Vacancy Report)

# POSITION VACANCY REPORT

## As of December 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
RN or EI Services Coordinator \$26.0358-\$30.3468 / Grade 23 \$25.1298-\$31.2640	Health	New	7/28/2017	8/2/2017	8/2/2017	8/2/2017	11/20/2017
Keyboard Specialist Grade 5 \$13.8522-\$17.1904	DSS	Promotion	8/7/2017	8/7/2017	8/7/2017	8/10/2017	
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Resignation	8/1/2017	8/7/2017	8/8/2017	8/15/2017	Cert
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	8/11/2017	8/7/2017	8/15/2017	9/14/2017	Cert
Social Welfare Examiner Trainee Grade 9 \$15.5873-\$19.3436	DSS	Promotion	9/18/2017	8/18/2017	8/21/2017	8/24/2017	10/23/2017
Aging Services Worker Grade 7 \$14.6787-\$18.2160	Aging	Resignation	9/4/2017	8/22/2017	8/22/2017	8/24/2017	Canvass/Posted
Social Welfare Examiner Trainee Grade 9 \$15.5873-\$19.3436	DSS	Promotion	9/18/2017	8/30/2017	8/30/2017	9/14/2017	10/30/2017
Senior Account Clerk Grade 9 \$15.5873-\$19.3436	MHC	Resignation	9/8/2017	8/30/2017	8/30/2017	9/14/2017	11/1/2017
Sr Caseworker Grade 19 \$21.7529-\$26.9951	DSS	Resignation	11/17/2017	9/6/2017	9/7/2017	9/14/2017	Cert/Posted
Caseworker Grade 17 \$20.2682-\$25.1526	DSS	Backfill	11/20/2017	9/6/2017	9/7/2017	9/14/2017	Posted
CaseAide Grade 7 \$14.6787-\$18.2160	DSS	Removal from probation	9/8/2017	9/6/2017	9/7/2017	9/14/2017	Canvass/Cert
Building Maintenance Mechanic Grade 9 \$15.5873-\$19.3436	B&G	Promotion	9/18/2017	9/7/2017	9/7/2017	9/14/2017	11/6/2017
Dispatcher Grade 5 \$15.4800-\$26.3774	ERAC	Resignation	10/15/2017	9/6/2017	9/11/2017	9/14/2017	11/27/2017

Attachment: December 2017 (5076 : December Vacancy Report)



# POSITION VACANCY REPORT

## As of December 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Highway Construction Mechanic Grade 12 \$17.1323-\$21.2610	Highway	Resignation	9/22/2017	9/12/2017	9/14/2017	10/10/2017	Posted
RPN \$26.0358-\$30.3468	Health	Resignation	9/15/2017	9/7/2017	9/7/2017	9/14/2017	Posted
Medical Director/Psychiatrist \$190/hr	MHC	Resignation		9/7/2017	9/7/2017	9/14/2017	11/1/2017
Assistant Public Defender Grade 4 \$64,871-\$78,925	Public Defender	Promotion	9/25/2017	9/20/2017	9/22/2017	10/12/2017	11/14/2017
Secretary II Grade 2 \$17.6023-\$21.4159	Public Defender	Promotion	9/21/2017	9/20/2017	9/22/2017	10/12/2017	11/27/2017
Network Technician	IT	Removal	9/22/2017	9/15/2017	9/18/2017	10/10/2017	Cert/Posted
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/22/2017	10/4/2017	10/10/2017	10/12/2017	Posted
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/28/2017	10/4/2017	10/10/2017	10/12/2017	Posted
County Police Officer (Deputy Sheriff) \$18.6186-\$29.7853	Sheriff	Removal from probation	9/22/2017	10/4/2017	10/10/2017	10/12/2017	12/4/2017
PT Jail Cook (12 hrs) Grade 2 \$15.4812-20.5487	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted
Custodian Grade 3 \$12.8549-\$15.9528	B&G	Resignation	10/2/2017	10/2/2017	10/2/2017	10/10/2017	Waiting for exam results
Dispatcher Grade 5 \$15.4800-\$26.3774	ERAC	Removal from probation	10/10/2017	10/11/2007	10/13/2017	11/2/2017	11/13/2017
Sr Dispatcher Grade 7 \$18.3250-\$28.1026	ERAC	Resignation	10/30/2017	10/11/2017	10/13/2017	11/2/2017	11/16/2017
Mental Health Program Aide Grade 8 \$15.1197-\$18.7633	MHC	Resignation	10/16/2017	10/3/2017	10/3/2017	10/13/2017	11/20/2017

Attachment: December 2017 (5076 : December Vacancy Report)

# POSITION VACANCY REPORT

## As of December 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Dispatcher Grade 5 \$15.4800-\$26.3774	Promotion	11/2/2017	11/16/2017	10/17/2017	10/18/2017	11/2/2017	Posted
Driver Grade 2 \$12.1317-\$15.0552	Aging	Resignation	10/27/2017	10/25/2017	10/25/2017	11/2/2017	Posted
Community Service Coordinator Grade 12 \$17.1323-\$21.2610	Probation	Resignation	11/20/2017	10/25/2017	10/25/2017	11/2/2017	Posted
Sr Account Clerk Grade 9 \$15.5873-\$19.3436	Landfill	Retirement	10/27/2017	10/27/2017	10/30/2017	11/9/2017	Posted
Sr Social Welfare Examiner Grade 12 \$17.1323-\$21.2610	DSS	Promotion	1/1/2018	11/3/2017	11/7/2017	11/16/2017	Cert/Posted
Social Welfare Examiner Trainee Grade 9 \$15.5873-\$19.3436	DSS	Promotion	1/1/2018	11/3/2017	11/7/2017	11/16/2017	Cert/Posted
Social Welfare Manager Grade 17 \$20.2682-\$25.1526	DSS	New	1/1/2018	11/3/2017	11/7/2017	11/16/2017	Cert
Heavy Equipment Operator Grade 12 \$17.1323-\$21.2610	Highway	Resignation	11/7/2018	11/2/2017	11/7/2017	11/9/2017	Posted
Heavy Equipment Maintenance Mechanic Grade 14 \$18.0962-\$22.4580	Highway	Resignation	10/20/2017	11/2/2017	11/7/2017	11/9/2017	Posted
Motor Equipment Operator Grade 10 \$16.0799-\$19.9550	Highway	Retirement	10/30/2017	11/2/2017	11/7/2017	11/9/2017	Posted
Plan Administrator Grade 4 \$64,871-\$78,925	Assigned Counsel	Resignation	12/29/2017	11/9/2017	11/14/2017	11/17/2017	Posted
Dispatcher Grade 5 \$15.4800-\$26.3774	ERAC	Retirement	12/30/2017	11/13/2017	11/14/2017		
Fiscal Officer/Fiscal Officer Trainee Grade 17 \$20.2682-\$25.1526 / Grade 14 \$18.2959-\$22.7050	Aging	New	11/17/2017	11/6/2017	11/16/2017	11/16/2017	Posted

Attachment: December 2017 (5076 : December Vacancy Report)

# POSITION VACANCY REPORT

## As of December 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled

Attachment: December 2017 (5076 : December Vacancy Report)

New York State Department of Labor  
 Public Employee Safety and Health Bureau  
 450 South Salina Street, Room 202  
 Syracuse, NY 13202  
 Phone: (315) 479-3212 Fax: (315) 479-3451



## Notice of Violation and Order to Comply

To:  
 County Administrator  
 Cortland County  
 60 Central Avenue  
 Cortland, NY 13045

Inspection Number: 1268983  
 Inspection Date(s): 10/06/2017-10/06/2017  
 Issuance Date: 11/22/2017  
 CSHO ID: 15310

Inspection Site:  
 Cortland County Chase Field Airport  
 922 NYS Route #222  
 Cortland, NY 13045

*The violation(s) described in this Notice of Violation and Order to Comply is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.*

This Notice of Violation and Order to Comply (this Notice) describes violations of the Public Employee Safety and Health Act of 1980. You must abate the violations cited in this Notice by the dates listed below. An employer who wishes to file an appeal of the violation(s) cited, including but not limited to appeals which raise issues concerning the application of the cited standard(s) to the employer or to the violation(s) cited, as well as issues concerning the appropriateness of the abatement period(s), must do so within 60 days of the issuance date of this Notice by filing a petition with the Industrial Board of Appeals. Appeals of the violation(s) cited, including but not limited to appeals raising the issues listed above, will be considered time barred if not filed within the 60 day period. The details of such appeal process are set forth at 12 NYCRR Part 65 et seq and Section 101 of the Labor Law. Additional information may also be obtained from the Industrial Board of Appeals at their website: [www.labor.state.ny.us/iba](http://www.labor.state.ny.us/iba).

**Posting** - The law requires that a copy of this Notice be posted immediately in a prominent place at or near the location of the violation(s) cited below. This Notice must remain posted until the violation(s) cited below have been abated, or for 3 working days (excluding weekends and State holidays), whichever is longer.

**Penalty Assessment** - An employer that fails to correct a violation by its abatement date is subject to a PER DAY penalty assessment. We will assess a penalty of up to \$50 per day for each non-serious violation, and up to \$200 per day for each serious violation, until the violations are corrected. The penalty assessed for each violation will appear in the Failure to Abate notice.

**Informal Conference** - If an informal conference is requested, it must be made to the nearest PESH district office by telephone or letter, within 20 working days from the date of issuance given on this Notice.

Be sure to bring to the conference any and all supporting documentation of existing conditions as well as any abatement steps taken thus far.

Attachment: NYS Dept Labor Violation Notice (5083 : New York State Department of Labor Violations)

**Employer Discrimination Unlawful** - The law prohibits discrimination by an employer against an employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been discriminated against may file a complaint no later than 30 days after the discrimination occurred with the PESH district office at the address shown above.

**Employer Rights and Responsibilities** - The enclosed booklet (P907) outlines additional employer rights and responsibilities and should be read in conjunction with this notification.

**Notice to Employees** - An employee (or an authorized employee representative) may object to the abatement date set for a violation if the employee believes the date to be unreasonable. The objection must be filed at the nearest PESH district office within fifteen (15) working days (excluding weekends and State holidays) from the posting of this Notice.

New York State Department of Labor  
Public Employee Safety and Health Bureau

Inspection Number: 1270292  
Inspection Date: 10/11/2017-10/11/2017  
Issuance Date: 11/22/2017  
CSHO ID 15310



## Notice of Violation and Order to Comply

Establishment: Cortland County  
Inspection Site: 60 Central Ave Cortland, NY 13045

Citation 1 Item 1 Type of Violation: **Serious**

12 NYCRR Part 800.6(e): The employer did not develop and implement a written workplace violence prevention policy statement on the employers workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative:

- a) The employer had not provided for full employee participation through an authorized employee representative in the workplace violence policy statement. The policy statement was missing the component that provides for the participation of the authorized employee representative in developing the workplace violence prevention program. Employees may become exposed to workplace violence including, but not limited to: physical assault, threats or intimidation, menacing, harassment, stalking, etc.

### NOTE:

Authorized Employee Representative(s) will, at a minimum, be involved in:  
&middot; evaluating the physical environment;  
&middot; developing the Workplace Violence Prevention Program and;  
&middot; reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

Date by Which Violation Must Be Abated:

January 11, 2018

Citation 1 Item 2 Type of Violation: **Serious**

12 NYCRR Part 800.6(g): The employer failed to develop a written workplace violence prevention program with the participation of authorized employee representative(s):

- a) Cortland County - The employer has developed a written workplace violence prevention program, however the program is deficient in the following areas:
- (i) A list of the risk factors identified in the workplace examination;
- (iii) A hierarchy of controls to which the program shall adhere;
- (iv) The methods and means by which the employer shall address each specific hazard identified in the workplace evaluation;
- (vi) A written outline or lesson plan for employee program training;
- (vii) A plan for program review and update on at least an annual basis.

See pages 1 through 2 of this Notice of Violation and Order to Comply for information on employer and employee rights and responsibilities.

New York State Department of Labor  
Public Employee Safety and Health Bureau

Inspection Number: 1270292  
Inspection Date: 10/11/2017-10/11/2017  
Issuance Date: 11/22/2017  
CSHO ID 15310



## Notice of Violation and Order to Comply

Establishment: Cortland County  
Inspection Site: 60 Central Ave Cortland, NY 13045

Employees are assigned to duties that may expose them to incidents of work place violence.

### NOTE:

The workplace violence prevention program shall include: a list of the risk factors identified in the workplace examination; the methods the employer will use to prevent the incidence of workplace violence incidents; a hierarchy of controls to which the program shall adhere as follows: engineering controls, work practice controls, and finally personal protective equipment; the methods and means by which the employer shall address each specific hazard identified in the workplace evaluation; a system designed and implemented by the employer to report any workplace violence incidents (the reports must be in writing and maintained for the annual review); a written outline for employee training; and a plan for annual review.

Date by Which Violation Must Be Abated:

March 06, 2018

Citation 1 Item 3

Type of Violation: **Serious**

12 NYCRR Part 800.6(h): The employer failed to provide information and training on the risks of workplace violence in the workplace:

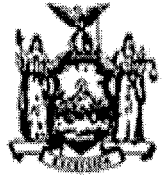
- a) The employer had developed and implemented a program of employee training on prevention of violence in the workplace. In accordance with 12 NYCRR 800.6(h)(1), however the training did not include the following:
  - (1) Employers must inform employees of the requirements of 12 NYCRR 800.6 and the risk factors in their workplace that were identified in the risk evaluation and determination. The risk factors were incomplete and only some of the control measures were put in place for the identified risks.
  - (2) Employers must inform employees of the measure that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented to protect employees such as incident alert and notification procedures, appropriate work practices, emergency procedures, and use of security alarms and other devices.
  - (3) Employers with 20 or more full-time permanent employees must inform employees of the location of the written Workplace Violence Prevention Program and how to obtain a copy. The program must be made available in the workplace for reference by employees, authorized employee representatives, and the commissioner during the regularly scheduled shift.

Date by Which Violation Must Be Abated:

March 20, 2018

New York State Department of Labor  
Public Employee Safety and Health Bureau

Inspection Number: 1270292  
Inspection Date: 10/11/2017-10/11/2017  
Issuance Date: 11/22/2017  
CSHO ID 15310



## Notice of Violation and Order to Comply

Establishment: Cortland County  
Inspection Site: 60 Central Ave Cortland, NY 13045

Citation 1 Item 4 Type of Violation: **Serious**

12 NYCRR Part 800.6(i): The employer failed to establish and maintain recordkeeping for reporting workplace violence incidents:

- 1) Cortland County WPV form - The employer had a system to record and report workplace violence incidents, however, the incident report form was deficient in the followings areas:
  - (d) The Job titles of involved employees was not on the workplace violence incident report form.
  - (f) Nature and extent of injuries arising from the incident section was missing from the workplace violence incident reporting form.
  - (g) Names of witnesses section was missing from the workplace violence incident reporting form.
- 2) Cortland County DSS form - The employer had a system to record and report workplace violence incidents, However, the incident report form was deficient in the followings areas:
  - (d) The Job titles of involved employees was not on the workplace violence incident report form.
  - (f) Nature and extent of injuries arising from the incident section was missing from the workplace violence incident reporting form.
  - (g) Witnesses section did not specify to include names of witnesses.
- 3) Cortland County The employer did not include the corrections and police incidents of workplace violence in the annual review as required in section (I)(5).
- 4) The employer had used a workplace violence incident investigation summary form for the annual review and had removed the employee's names from the workplace violence incident report in cases that did not meet the privacy concern cases requirement of the standard.

Employees are exposed to injuries from physical or verbal assault, death in the event of a workplace violence incident.

Date by Which Violation Must Be Abated:

January 11, 2018



New York State Department of Labor  
Public Employee Safety and Health Bureau

Inspection Number: 1270292  
Inspection Date: 10/11/2017-10/11/2017  
Issuance Date: 11/22/2017  
CSHO ID 15310



## Notice of Violation and Order to Comply

Establishment: Cortland County  
Inspection Site: 60 Central Ave Cortland, NY 13045

Citation 2 Item 1 Type of Violation: **Non Serious**

12 NYCRR Part 801.29(b): The employer entered an employee's name on the SH-900 Log considered to be a "privacy concern case":

- a. Cortland County The employer did not remove employee names on the 2016 and 2015 SH-900 log when cases were considered privacy concern cases.

**NOTE:**

The employer must keep a separate, confidential list (the Privacy Case List) of the case numbers and employee names.

Date by Which Violation Must Be Abated: February 02, 2018

Citation 2 Item 2 Type of Violation: **Non Serious**

12 NYCRR Part 801.32(a)(1): At the end of each calendar year, the employer did not review the SH-900 Log to verify that the entries were complete and accurate, and correct any deficiencies identified:

- a. Cortland County -There were several cases in 2015 and in 2016 where the injury and illness logs did not have complete descriptions (description of injury or illness, part of body affected and object/substance that directly injured or made person ill) under column F.

Date by Which Violation Must Be Abated: February 02, 2018

Richard T. Dugan  
Supervising S&H Inspector

RTD/dlm



New York State Department of Labor  
Public Employee Safety and Health Bureau

Inspection Number: 1268983  
Inspection Date: 10/06/2017-10/06/2017  
Issuance Date: 11/22/2017  
CSHO ID I5310



## Notice of Violation and Order to Comply

Establishment: Cortland Co Chase Field Airport  
Inspection Site: 922 NY-RT 222 Cortland, NY 13045

Citation 1 Item 4 Type of Violation: **Serious**

29 CFR 1910.37(a)(4): Safeguard(s) designed to protect employees during an emergency (e.g., sprinkler systems, alarm systems, fire doors, exit lighting), were not in proper working order at all times:

- a. FBO Lobby - Emergency light failed to illuminate when tested. Employees exposed to potential burns, smoke inhalation, or falling hazards in the event of a fire or emergency evacuation.

Date by Which Violation Must Be Abated: December 05, 2017

Citation 1 Item 5 Type of Violation: **Serious**

29 CFR 1910.37(b)(2): Each exit was not clearly visible and marked by a sign reading "Exit":

- a. Loft Stairs - Exit door was not marked with a sign reading "EXIT". Employees are exposed to possible entrapment in the event of fire or other emergency event.

Date by Which Violation Must Be Abated: December 05, 2017

Citation 1 Item 6 Type of Violation: **Serious**

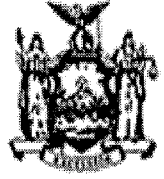
29 CFR 1910.101(b): Section 3.4.4, Compressed Gas Association Pamphlet P11965, as incorporated by reference in Sec. 1910.6: Compressed gas cylinder(s) not in use were not properly supported to prevent them from being knocked over:

- a. MH3 Building - Oxygen gas cylinder was not supported from being knocked over. Employees are exposed to burns or a potential struck by hazard in the event the cylinder was to be knocked over.

Date by Which Violation Must Be Abated: December 05, 2017

New York State Department of Labor  
Public Employee Safety and Health Bureau

Inspection Number: 1268983  
Inspection Date: 10/06/2017-10/06/2017  
Issuance Date: 11/22/2017  
CSHO ID: I5310



## Notice of Violation and Order to Comply

Establishment: Cortland Co Chase Field Airport  
Inspection Site: 922 NY-RT 222 Cortland, NY 13045

Citation 1 Item 7 Type of Violation: **Serious**

29 CFR 1910.253(b)(2)(iv): Valve protection caps, where cylinders were designed to accept caps, were not always in place, hand-tight, except when cylinders were in use or connected for use:

- a. MH3 Building - Valve protection cap was not in place on an oxygen tank that is used for oxy-acetylene welding. The tank was in storage and not being used. Employees are exposed to possible burns in the event of an accident and struck by hazard in the event of valve failure.

Date by Which Violation Must Be Abated: December 05, 2017

Citation 1 Item 8 Type of Violation: **Serious**

29 CFR 1910.303(g)(1)(ii): The required working space about electric equipment rated 600 volts, nominal, or less to ground, was used for storage:

- a. MH1 Panel DP1 electrical service panel 120v/240v - The required working space about the electric equipment was being used for storage. An airplane was being stored in the hanger and the aircraft wing was obstructing the working space of the electrical panel. Employees are exposed to possible electric shock in the event that circuits cannot be located during maintenance or an emergency.

Date by Which Violation Must Be Abated: December 05, 2017

Citation 1 Item 9 Type of Violation: **Serious**

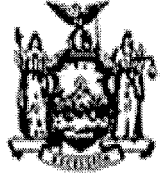
29 CFR 1910.303(g)(2)(ii): In locations where electric equipment was likely to be exposed to physical damage, enclosures or guards were not so arranged and of such strength as to prevent such damage:

- a. Slop Sink - Lighting fixtures were not protected from accidental contact or breakage by a suitable fixture. Light fixtures were approximately six feet from the working surface. Employees are exposed to electric shock hazard.

Date by Which Violation Must Be Abated: December 05, 2017

New York State Department of Labor  
Public Employee Safety and Health Bureau

Inspection Number: 1268983  
Inspection Date: 10/06/2017-10/06/2017  
Issuance Date: 11/22/2017  
CSHO ID 15310



**Notice of Violation and Order to Comply**

Establishment: Cortland Co Chase Field Airport  
Inspection Site: 922 NY-RT 222 Cortland, NY 13045

Citation 1 Item 10 Type of Violation: **Serious**

29 CFR 1910.303(h)(5)(iii)(B): Permanent and conspicuous warning signs were not provided at the entrance to all buildings, rooms, or enclosures containing exposed live parts or exposed conductors operating at over 600 volts nominal, reading substantially as follows - "DANGER -- HIGH VOLTAGE -- KEEP OUT":

- a. Vault - Door leading to high voltage vault, which contained exposed live parts, did not have a warning sign posted on the door, exposing employees to contact with high voltage current in the event of an accident. The power input voltage inside the vault is 36,000 volts continuous current.

Date by Which Violation Must Be Abated: December 05, 2017

Citation 1 Item 11 Type of Violation: **Serious**

29 CFR 1910.305(b)(1)(ii): Unused openings in boxes, cabinets, or fittings were not effectively closed:

- a. Boiler room - Junction box missing knockout. Employees are exposed to electric shock hazard.

Date by Which Violation Must Be Abated: December 05, 2017

Richard T. Dugan  
Supervising S&H Inspector

RTD/dlm