



# Personnel Committee

## Committee Meeting

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

### ~ Agenda ~

Tuesday, July 17, 2018

9:00 AM

Room 304

### CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Board Member Kevin Whitney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Sandra Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice-Chair Linda Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Beau Harbin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Ann Homer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Chair, Kelly L. Fairchild-Preston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### MINUTES

1. Personnel Committee - Special Committee Meeting - Apr 10, 2018 12:00 PM
2. Personnel Committee - Committee Meeting - Jun 19, 2018 9:00 AM

### RESOLUTIONS

#### Board of Elections

#### County Attorney

#### Legislature/Historian

#### Personnel Department

#### ON MOTION OF FAIRCHILD-PRESTON

#### AGENDA ITEM NO. 1

#### Amend 2018 Budget Transfer Funds Personnel / Unemployment

WHEREAS, the billing for the Unemployment Insurance has increased beyond the projected budgeted amount, AND

WHEREAS, it is necessary to cover the difference in the Unemployment Insurance account, NOW THEREFORE BE IT

RESOLVED, that the 2018 County Budget is hereby amended as follows:

Decrease:			
Expense:	Contingency	A19905-54775	209.25
Increase:			
Expense:	Unemployment Insurance	A90505-58000	209.25

## **DISCUSSION/REPORTS**

### **Discussion Items**

1. July Vacancy Report
2. Health Insurance



# Personnel Committee

## Special Committee Meeting

~ Minutes ~

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

Kelly L. Fairchild-Preston

Tuesday, April 10, 2018

12:00 PM

Room 304

### I. Call to Order

Attendee Name	Title	Status	Arrived
Kevin Whitney	Committee Member	Present	
Sandra Price	Committee Member	Present	
George Wagner	Committee Member	Present	
Linda Jones	Vice-Chair	Present	
Beau Harbin	Committee Member	Present	
Ann Homer	Committee Member	Excused	
Kelly L. Fairchild-Preston	Committee Chair,	Present	
Ronald J. Van Dee	Board Member	Present	
Michael K. Barylski	Board Member	Present	
Douglas Bentley	Board Member	Present	
Mary Ann Discenza	Board Member	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Karen Howe	County Attorney	Present	
Nick Graziano	Cortland Standard	Present	

### II. Discussion

#### 1. Discussion Item (ID # 5325)

Discussion - County Administrator

##### COMMENTS - Current Meeting:

Ms. Preston opened the discussion saying the committee must provide direction on how the County should proceed with regard to an Administrator. She reminded the committee members that Mr. Sudbrink is serving as Acting County Administrator until December 31st, 2018.

Ms. Barber provided a timeline of the Administrator position.

Mr. Barylski said he supports the concept of a County Administrator but he feels the Legislature should be looking for a County Administrator and Budget and Finance Officer simultaneously, he said the interaction between those positions also needs clarification.

Ms. Price said the Administrator position seemed to make sense when it was put in place but she believes the concept has failed as evidenced by the increased debt burden the County has incurred during the periods where an Administrator has been in place.

Minutes Acceptance: Minutes of Apr 10, 2018 12:00 PM (MINUTES)

Ms. Preston said the previous Tompkins County Administrator provided a presentation on the topic of County administrator positions. She said the central question that needs to be answered is do the complexities of County Government warrant a transfer of authority to an Administrator or can the Legislature perform these management tasks.

Mr. Sudbrink said there are many variables to consider. He said many counties that operate without an Administrator rely more heavily on the Treasurer position. He went on to say that if the Legislative Committees are doing a good job overseeing the various departments and budgets then it can work. He said he can see the pros and cons of having an Administrator.

Mr. Newell said the two year Legislative terms and potential turnover makes it difficult for the Legislature to properly oversee the functions of the County.

Mr. Harbin said no business this size runs with a board of directors alone they have a CEO and a CFO. He compared the Legislature to a board of directors. Mr. Harbin said he has been frustrated by the lack of planning at the County level. He said there are too many areas where we are missing key personnel; he believes we need professional assistance.

Ms. Jones reviewed the previous Administrator's financial performance. She said she agrees with Mr. Sudbrink and sees the benefits and drawbacks of an Administrator. Ms. Jones also agreed with Mr. Newell regarding two year Legislative terms, she would like to see four year staggered terms for the board. Ms. Jones believes the County needs an everyday individual to serve as a liaison between the department heads and the Legislature.

Mr. Sudbrink said the department heads are the equivalent of CEO's, if an Administrator is hired the duties need to be clearly defined.

Ms. Preston said Madison and Chenango Counties take on their planning activities as a team. She sees Cortland County as being very reactive with no cohesive approach from a leadership perspective.

Mr. Wagner offered his perspective of the prior Administrator. He would like to see the position filled but questioned how it would be funded. He believes a qualified individual would not work for the current salary.

Mr. Sudbrink rejected the statement that the Legislature is not planning ahead and cited various improvements that have been made.

Mr. Whitney said previous administrators and department heads attempted to plan and look ahead, either the Legislature rejected the Administrator's plans or the Administrator shot down department head proposals. He discussed his frustrations with an Administrator.

Mr. Barylski said based on past experience the position can be improved.

Mr. Harbin said previous bad hiring decisions should not preclude the value of a County Administrator position. He said more than half of all New York counties have an Administrator.

Mr. Van Dee questioned if the Legislature is qualified to hire an Administrator.

Mr. Sudbrink said the Legislature cannot abdicate its responsibility.

Ms. Preston discussed Chenango County's current Administrator, and said the individual is well versed in many areas.

Ms. Discenza said she would need to be persuaded that an Administrator is needed. She would like to see a comprehensive look at the entire County operation. Ms. Discenza said an Administrator is not a total fix to all the County's problems.

Mr. Harbin asked for another meeting to bring ideas forward in order to determine what the County is looking for in an Administrator.

Ms. Jones said the County needs to get its fiscal department in order prior to hiring an Administrator.

**RESULT:            COMPLETED**

**III. Adjournment**

Minutes Acceptance: Minutes of Apr 10, 2018 12:00 PM (MINUTES)



# Personnel Committee

## Committee Meeting

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

### ~ Minutes ~

Tuesday, June 19, 2018

9:00 AM

Room 304

### CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair, Kelly L. Fairchild-Preston

Attendee Name	Title	Status	Arrived
Kevin Whitney	Committee Member	Present	
Sandra Price	Committee Member	Present	
George Wagner	Committee Member	Present	
Linda Jones	Vice-Chair	Present	
Beau Harbin	Committee Member	Present	
Ann Homer	Committee Member	Present	
Kelly L. Fairchild-Preston	Committee Chair,	Present	
Charles Sudbrink	Chair, Legislature	Present	
Paul Heider	Board Member	Present	
Michael K. Barylski	Board Member	Present	9:04 AM
Christopher Newell	Board Member	Present	9:50 AM
David Hartnett	Assistant County Attorney	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Annette Barber	Personnel Director	Present	
Robert Howe	Republican Election Commissioner	Present	
Scott Roman	Director of Emergency Response and Communications	Present	9:50 AM
Nick Graziano	Cortland Standard	Present	
Sue Morgan	Homer Resident	Present	

### MINUTES

- Personnel Committee - Committee Meeting - May 15, 2018 9:00 AM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	George Wagner, Committee Member
<b>SECONDER:</b>	Sandra Price, Committee Member
<b>AYES:</b>	Whitney, Price, Wagner, Jones, Harbin, Homer, Fairchild-Preston

### Executive Session

Ms. Preston made a motion to enter executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Ms. Jones seconded the motion. All voting in favor none opposed. The committee entered executive session at 9:02 AM

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

Mr. Wagner made a motion to go out of executive session, Mr. Harbin seconded all in favor, none opposed. The committee returned to open session at 9:16 AM.

Mr. Wagner made a motion to hire a Chief Social Services Attorney at a grade 3 step 6. Mr. Harbin seconded the motion. All in favor, none opposed.

**RESOLUTIONS**

**Board of Elections**

**County Attorney**

Mr. Hartnett reviewed the monthly budget report for the County attorney Office. He pointed out a Safety line is running close due to the purchase of AED replacement pads.

AGENDA ITEM NO. 1 – Amend 2018 Budget - Liability - Awards and Claims

Mr. Hartnett explained that the County recently had a legal action settle for a significant amount of money which caused an overspend of the previously approved line item. Mr. Harbin asked if this funding would create a cushion, Mr. Mulvihill explained this money is cover a shortfall in this budget line and does not provide for future claims settlement.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
	<b>Next: 6/19/2018 11:00 AM</b>
<b>MOVER:</b>	Sandra Price, Committee Member
<b>SECONDER:</b>	Beau Harbin, Committee Member
<b>AYES:</b>	Whitney, Price, Wagner, Jones, Harbin, Homer, Fairchild-Preston

**ON MOTION OF FAIRCHILD-PRESTON**

**RESOLUTION NO. 253-18**

**Amend 2018 Budget - Liability - Awards and Claims**

WHEREAS, the Cortland County Legislature has set forth funds in the 2018 County Budget for Liability Awards & Claims, AND

WHEREAS, a sizeable claim settlement was authorized via Resolution No. 201-18 which over spent the budget in Liability Awards & Claims, AND

WHEREAS, there are seven months of the year remaining for potential claims, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Board of Legislators authorizes \$20,000 to be appropriated from the Contingent Fund and transferred to Liability Awards & Claims thereby amending that Budget as follows:

Increase:		Current	Change	Amended
A17115.54920	Liability Awards & Claims	\$10,000	\$20,000	\$30,000
Decrease:				
A19905.54775	Contingent Fund		-\$20,000	

**Legislature/Historian**

**Personnel Department**

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
	<b>Next: 6/19/2018 11:00 AM</b>
<b>MOVER:</b>	George Wagner, Committee Member
<b>SECONDER:</b>	Beau Harbin, Committee Member
<b>AYES:</b>	Whitney, Price, Wagner, Jones, Harbin, Homer, Fairchild-Preston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 254-18

**Amend Budget 2018 Wellness Committee Funding - Personnel Department**

WHEREAS, the CSEA Union agreement Article 10 Section 11 states that the County shall provide \$5,000 in funding each year, with any unused funds rolled over and added to next year's funding up to a maximum of \$10,000, AND

WHEREAS, this funding comes from the CH - Medical Insurance Fund, AND

WHEREAS, the 2018 allocation of \$5,000 when added to roll over funding from 2017 of \$3699.93 totals \$8,699.93, AND

WHEREAS, the budget for 2018 was inadvertently booked as \$7,000.00, NOW THEREFORE BE IT

RESOLVED that the Cortland County Board of Legislators approves an adjustment to the 2018 budget as follows:

Increase Appropriations from Contingency		
A19905.54775	Contingency	\$1,699.93 (Transfer Out)
Increase Budgeted Expenses		
CH90605.54701	Wellness Committee	\$1,699.93 (Transfer In)

**DISCUSSION/REPORTS****Discussion Items**

## 1. June Vacancy Report

Ms. Barber reviewed the vacancy report, she said five new corrections officers have been hired and she currently has two more positions to fill. She expects the unemployment budget line to run short, currently there are no funds for the 3rd and 4th quarter. Ms. Barber expects she will need \$16,000-\$25,000 to cover the shortfall.

<b>RESULT:</b>	<b>COMPLETED</b>
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## 2. County Administrator Position

Ms. Preston reviewed the job description, she said any changes to the position would require amending local law. Ms. Jones said she supports hiring a County Administrator and understands the costs involved. She wants someone who is invested in the County and is looking for consistency in the position. The committee discussed revising the County Administrator job description, The committee discussed revisions to the job description. Ms. Price said it looks like it will take a while to revise the job description, she urged the committee to consider shoring up the County Finance



Department. Mr. Sudbrink suggested posting the position as it's written, he said the position of County Administrator is not something a Legislator can do.

Mr. Harbin said he supports hiring an Administrator which he believes will bring consistency and professionalism. He said a majority of Counties have this position, having someone in charge will help right the ship and allow the Legislature to follow up on policy decisions. He suggested the job description could be tweaked as many counties have done.

Mr. Wagner said we need a fiscal officer more than we need an Administrator. Mr. Sudbrink asked where the funds would come from for an Administrator or a fiscal officer. He suggested getting the position advertised.

Ms. Morgan thanked the Legislature for its service, she urged the board to adhere to the current local law or rescind it. Ms. Morgan said the problem with the position is not in the job description. She suggested the County needs to do better background checks when looking to fill this position. Ms. Morgan discussed concerns related to previous changes in the Treasurer's office.

Mr. Heider said there should be a provision in the local law that allows the Legislature to get rid of an Administrator without fulfilling their contract.

Mr. Barylski said he supports the Administrator position, he said assurances are needed to ensure the relationship between the Administrator and the Department Heads and the Legislature is not diminished. He suggested the job description should be modified.

Ms. Morgan said the Tompkins County Administrator works without a contract.

Mr. Harbin said the local law can be amended to address Mr. Heider's concerns.

Mr. Harbin made a motion to post the County Administrator position. Ms. Jones seconded the motion. Preston, Jones, Harbin voting aye; Price and Wagner voting nay. Motion carries.

<b>RESULT:</b>	<b>COMPLETED</b>
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3. Cortland County Office Building After Hours Access/Use Policy

The Committee discussed the policy. Mr. Mulvihill pointed out the hours of operation at the County Office Building have changed and the policy needs to be revised. Mr. Heider indicated he would like to have access to the building at all times in order to facilitate meetings. Mr. Mulvihill discussed some of the limitations of access.

Ms. Price made a motion to allow Legislators to have 24/7 access to the County Office Building. Ms. Preston seconded the motion. After further discussion it was decided to withdraw the motion and add a discussion item to the Buildings and Grounds Agenda.

**RESULT:      COMPLETED**



# Personnel Committee

## Committee Meeting

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

### ~ Minutes ~

Tuesday, May 15, 2018

9:00 AM

Room 304

### CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair, Kelly L. Fairchild-Preston

Attendee Name	Title	Status	Arrived
Kevin Whitney	Committee Member	Present	
Sandra Price	Committee Member	Present	
George Wagner	Committee Member	Present	
Linda Jones	Vice-Chair	Present	
Beau Harbin	Committee Member	Present	
Ann Homer	Committee Member	Excused	
Kelly L. Fairchild-Preston	Committee Chair,	Present	
Charles Sudbrink	Chair, Legislature	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Wendy Franklin	Assistant County Attorney	Present	
Paul Heider	Board Member	Present	
Michael K. Barylski	Board Member	Present	
Christopher Newell	Board Member	Present	9:37 AM
Robert Howe	Republican Election Commissioner	Present	

### MINUTES

Personnel Committee - Committee Meeting - Apr 17, 2018 9:00 AM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin Whitney, Committee Member
<b>SECONDER:</b>	George Wagner, Committee Member
<b>AYES:</b>	Whitney, Price, Wagner, Jones, Harbin, Fairchild-Preston
<b>EXCUSED:</b>	Ann Homer

### RESOLUTIONS

#### Board of Elections

Mr. Howe mentioned the upcoming school elections and budget votes, his office provides the voting machines.

#### County Attorney

#### Legislature/Historian

#### Personnel Department

AGENDA ITEM NO. 1 – Standard Workday Reporting 2018

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

Ms. Barber explained the need for the resolution and the process for non-leave accrual employees. Ms. Barber discussed the process for Legislators to receive a New York State pension.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
	<b>Next: 5/24/2018 6:00 PM</b>
<b>MOVER:</b>	Kevin Whitney, Committee Member
<b>SECONDER:</b>	George Wagner, Committee Member
<b>AYES:</b>	Whitney, Price, Wagner, Jones, Harbin, Fairchild-Preston
<b>EXCUSED:</b>	Ann Homer

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 215-18

Standard Workday Reporting 2018

STANDARD WORKDAY REPORTING 2018

BE IT RESOLVED, that the \_\_\_\_\_ Cortland County /\_10011\_\_ hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check Only If member Is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*
Appointed							
Election Commissioner	7	Robert Howe				1/1/18 - 12/31/19	21.67
County Attorney	7	Karen Howe				1/1/18 - 12-31/19	21.23
Elected							
Legislator	7	Thomas Hartnett				1/1/18 - 12/31/19	14.96
Legislator	7	Beau Harbin				1/1/18 - 12/31/19	6.37

I, Eric J. Mulvihill, secretary/clerk of the governing board of the Cortland County, of the State of New York, do hereby

(Name of secretary or clerk) (Circle one)

(Name of

Employer)

certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 24th day of May, 2018 on files as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the County of Cortland on this 25<sup>th</sup> day of May, 2018.

Affidavit of Posting: I, Eric J. Mulvihill, being duly sworn, deposes and says that the posting of the Resolution began on \_\_\_\_\_ and \_\_\_\_\_ continued for at least 30 days, That the Resolution was available to the public on the

X Employer's website at [www.cortland-co.org](http://www.cortland-co.org)

Official sign board at 60 Central Ave, Room 316, Cortland, NY

X Main entrance secretary or clerk's office at 60 Central Ave, Cortland, NY 13045

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

**DISCUSSION/REPORTS**

## 1. May Vacancy Report

The committee reviewed the monthly vacancy report. Ms. Barber said she has had no applications for the fiscal manager position. Ms. Price asked if the job qualifications should be reviewed. Mr. Sudbrink said they should be reviewed as many current and past employees do not qualify for the position under the current requirements. Ms. Barber said she could remove the municipal accounting requirements. The committee agreed to allow the Fiscal Manager job qualifications to be revised.

<b>RESULT:</b>	<b>COMPLETED</b>
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## 2. County Attorney Monthly Report

Assistant County Attorney Wendy Franklin presented the monthly budget and activity report. Ms. Preston said the number of juvenile delinquency cases seems low. Mr. Wagner asked questions regarding the contract process.

<b>RESULT:</b>	<b>COMPLETED</b>
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## 3. County Administrator Position

Ms. Preston opened the discussion with prepared remarks. Mr. Heider suggested that the committee should steer away from what hasn't worked in the past. Mr. Sudbrink suggested discussing the previous experiences of having a County Administrator with Department Heads. Mr. Barylski said he has spoken with some Department Heads who were favored more than others while an Administrator was here. Ms. Preston said in order to get a good understanding of what is happening in other counties individuals must observe the various dynamics. In some counties Administrators have been promoted from within and have been very successful. Ms. Jones said she would look for someone to become County Administrator who has a vested interest in the County and is looking to be there long term to provide consistency and leadership. Mr. Barylski suggested cutting the initial appointment of the County Administrator to a two year term and then look at extending the appoint based on the success of the individual. Mr. Harbin said he believes the position should be posted, if there is someone internally that is interested in the position let them apply. Mr. Sudbrink said the position should be advertised but, it would be great if there were internal candidates. Ms. Franklin shared her experience with a County Administrator and urged a thorough review of any potential candidates. Ms. Preston said the committee needs to determine if it is a matter of not supporting the person or not supporting the position. Mr. Barylski said he has not thoroughly reviewed the job description but he did suggest that some of the powers and duties need further clarification. He said the Administrator position needs to work with other Department Heads to accomplish goals. The committee discussed what happens when a poor selection for County Administrator is made; Mr. Harbin suggested adding a removal provision to the Local Law.

<b>RESULT:</b>	<b>COMPLETED</b>
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# Personnel Committee

## Committee Meeting

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

### ~ Minutes ~

Tuesday, April 17, 2018

9:00 AM

Room 304

### CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair, Kelly L. Fairchild-Preston

Attendee Name	Title	Status	Arrived
Kevin Whitney	Board Member	Present	
Sandra Price	Board Member	Present	
George Wagner	Board Member	Present	
Linda Jones	Vice-Chair	Present	
Beau Harbin	Board Member	Present	
Ann Homer	Board Member	Excused	
Kelly L. Fairchild-Preston	Committee Chair,	Present	
Paul Heider	Board Member	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Karen Howe	County Attorney	Present	
Annette Barber	Personnel Director	Present	
Keith Dayton	Public Defender	Present	
Patrick Perfetti	District Attorney	Present	
Nick Graziano	Cortland Standard	Present	

### MINUTES

Personnel Committee - Committee Meeting - Mar 13, 2018 9:00 AM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	George Wagner, Board Member
<b>SECONDER:</b>	Kevin Whitney, Board Member
<b>AYES:</b>	Whitney, Price, Wagner, Jones, Harbin, Fairchild-Preston
<b>EXCUSED:</b>	Ann Homer

### Executive Session

Mr. Wagner made a motion to enter executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mr. Whitney seconded the motion. All in favor; none opposed. The committee entered executive session at 9:05 AM.

Ms. Price made a motion to return to regular session, Mr. Wagner seconded all in favor; none oppose. The Committee returned to regular session at 9:15 AM.

### Action Items

1. Hire Above Base Public Defender's Office

Mr. Dayton discussed the desire to hire an Assistant Public Defender above the introductory base pay. He explained that the individual is well regarded and has prior experience with the County serving in the District Attorney's office. Mr. Whitney made a

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

motion to hire the Assistant Public Defender Above base. Price, Whitney, and Harbin voted aye with Wagner, Jones, and Preston voting nay. Motion fails due to a tie vote.

**RESULT: COMPLETED**

2. Hire Above Base District Attorney's Office

Mr. Perfetti discussed his request to hire an Assistant District Attorney above the introductory base pay. Ms. Price made a motion to allow for the Assistant District Attorney to be hired at a grade 4 step 2. Mr. Harbin seconded the motion. Price, Harbin Whitney voting aye; Jones, Preston, Wagner voting nay. Motion fails due to a tie.

**RESOLUTIONS**

**Board of Elections**

**County Attorney**

**Legislature/Historian**

**Personnel Department**

AGENDA ITEM NO. 3 – Adopt Smoking and Tobacco Use Policy

Ms. Price asked if this is an update to the policy. Ms. Barber explained that the policy is being revised to account for employees who currently smoke during fire drills. She explained there have been some accountability issues in the past when employees do not stage in their designated meeting areas during fire drills. Ms. Barber said this policy update also takes the designated smoking area in account.

Mr. Harbin questioned why the policy does not include reference to e-cigarettes or other electronic smoking devices. Ms. Barber said that language had not been discussed with the unions and there is a difficulty in enforcing the current policy. Ms. Howe said she believes the policy as proposed covers all forms of smoking including e-cigarettes. Ms. Jones asked if the County can discourage smoking at or near the doorways to the County Office Building.

Mr. Harbin asked in this policy covers smokeless tobacco, Ms. Barber said the policy references al tobacco use. Mr. Harbin asked why not simply go smoke free on County property. Ms. Barber explained going smoke free would require negotiation with employee unions. Mr. Whitney believes the policy as written is clear and discussed his concerns related to going to a smoke free campus; he feels it will force smokers onto adjoining neighboring properties and create a larger nuisance for neighbors. Ms. Price mentioned smoking cessation programs that are available for employees through the Wellness Committee.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
	<b>Next: 4/26/2018 6:00 PM</b>
<b>MOVER:</b>	Kevin Whitney, Kelly L. Fairchild-Preston
<b>SECONDER:</b>	Beau Harbin, Board Member
<b>AYES:</b>	Whitney, Price, Wagner, Jones, Harbin, Fairchild-Preston
<b>EXCUSED:</b>	Ann Homer

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 192-18

**Adopt Smoking and Tobacco Use Policy**

WHEREAS, it has been deemed necessary that the policy pertaining to Smoking and Tobacco use in Cortland County be clarified, updated and adopted, NOW THEREFORE BE IT

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

RESOLVED, that the Smoking and Tobacco Use Policy adopted by Cortland County Legislature Resolution #168-11 be and hereby is rescinded, AND BE IT FURTHER

RESOLVED, that the following policy entitled *Smoking and Tobacco Use Policy* be adopted by the Cortland County Legislature, to be effective immediately:

### Cortland County Smoking and Tobacco Use Policy

#### Purpose:

The purpose of this policy is to protect the health of Cortland County employees and the general public by eliminating exposure to tobacco smoke on Cortland County-owned property.

The Environmental Protection Agency (EPA) classified secondhand smoke as a Group A carcinogen, that is, a substance known to cause cancer in humans. The EPA recognizes no safe level of exposure for Group A carcinogens. Due to the acknowledged hazards arising from exposure to secondhand smoke, it shall be our policy to provide a smoke-free area around every County-owned building. This policy covers the smoking of any tobacco product and applies to both employees and non-employee visitors.

#### Policy:

Smoking shall mean inhaling of, exhaling, or burning any type of matter or substance that contains tobacco, including, but not limited to cigars, cigarettes, pipes, vaporizers, e-cigarettes, and other electronic nicotine delivery systems.

Effective April 1, 1994, all Cortland County owned buildings and vehicles (owned or leased) became tobacco smoke free and tobacco use free.

Effective August 1, 2011, smoking will be prohibited within a fifty-foot radius of all County-owned buildings with the following exceptions:

- the smoking structure ~~within the outdoor courtyard area at 60 Central Avenue until a new smoking structure is completed~~
- ~~Horizon House~~
- Public Safety Building stairwell
- all Sheriff Department employees must adhere to the Sheriff's Smoking and Tobacco Use Policy

**Effective May 1, 2018 during all evacuation drills and/or events employees are prohibited from smoking and cannot leave the assigned area in order to smoke.**

#### Procedure:

Employees will be informed of this policy through signage throughout County property. Additionally, the policy will be disseminated to newly-hired employees at orientation. Visitors will be informed of this policy through signage. Every effort will be made to communicate this policy with employees and visitors.

All employees will be responsible for ongoing compliance with this policy. Everyone has the responsibility to inform any individual who is smoking in any area where smoking is prohibited that the individual is in violation of the smoking restrictions. Employees who smoke in non-smoking areas are in violation of New York State law and/or County policy and may be subject to appropriate disciplinary procedures.

#### Smoking Cessation Opportunities:

Smoking cessation is a personal choice. It is Cortland County policy to encourage and assist employees in



quitting smoking. Information is available from the Cortland County Health Department.

## DISCUSSION/REPORTS

### Discussion Items

1. Legislative Mileage Policy

Ms. Preston provided a copy of the 2015 Legislative Mileage resolution as well as a copy of the IRS penalty resolution. Ms. Preston said there is a mileage policy in place, she said Board members have completed w-9's and when Legislators submit for mileage reimbursement they will receive a 1099 at the end of the year; she said it is Legislator's responsibilities to claim the mileage on their tax returns. Mr. Wagner said he believes the \$1200 annual cap on mileage reimbursement is repressive and discourages Legislative participation. Ms. Price said the cap is for budgeting purposes but she agreed with Mr. Wagner's sentiment. Mr. Wagner directed the Legislative Clerk's Office to budget \$1200.00 for each Legislator in the 2019 budget. Ms. Jones said she has previously suggested that the mileage funds be allocated by individual and if the funds are under spent they could be re-allocated to those members that are using the money.

Ms. Preston made a motion to consider the Legislative mileage issue settled, Ms. Price seconded the motion, Whitney, Preston, Jones, Price, Wagner voting aye; Harbin voting nay. Motion carried.

**RESULT: COMPLETED**

2. County Vehicle Policy

Ms. Jones asked if there are mileage logs in each County vehicle and indicated that each vehicle should have such a log. Ms. Howe said the vehicle policy includes provisions that drivers are to inspect vehicles and note deficiencies. Ms. Price suggested the Vehicle and Driver Policy be reviewed at a Department head meeting.

**RESULT: COMPLETED**

3. April Vacancy Report

Mr. Harbin said he is confused why a position from 2011 is still on the monthly report and asked for explanation. Ms. Barber said the report is a snapshot of positions. She said Department Heads have brought positions forward for approval to fill. The position Mr. Harbin questioned is a staff psychiatrist, she explained the difficulty the County has had filling the position. Ms. Jones said she would like to see which positions are being advertised, Ms. Barber said that information is on the County website. Mr. Wagner said he wanted to know if there is enough money in the budget to fill all current vacancies. Ms. Barber said there are unfunded vacant positions such as the County Administrator and County Audit positions but they are still on the books.

**RESULT: COMPLETED**

4. County Attorney Monthly Report

Ms. Howe reviewed her report. She discussed unspent funds due to vacant Safety Officer position.

**RESULT: COMPLETED**

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

ON MOTION OF KELLY PRESTON

STANDARD WORKDAY REPORTING 2018

BE IT RESOLVED, that the \_\_\_\_\_Cortland County /\_10011\_\_ hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name  (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check Only If member Is in Tier 1)	Current Term Begin & End Dates  (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if Official did not Submit their Record of Activities)
Appointed								
Election Commissioner	7	Robert Howe			<input type="checkbox"/>	1/1/18 – 12/31/19	21.67	
County Attorney	7	Karen Howe			<input type="checkbox"/>	1/1/18 – 12-31/19	21.23	
Elected								
Legislator	7	Thomas Hartnett			<input type="checkbox"/>	1/1/18 – 12/31/19	14.96	
Legislator	7	Beau Harbin			<input type="checkbox"/>	1/1/18 – 12/31/19	6.37	

I, Eric J. Mulvihill, secretary/clerk of the governing board of the Cortland County, of the State of New York, do hereby  
(Name of secretary or clerk) (Circle one) (Name of Employer)  
certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 24th day of May, 2018 on files as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the County of Cortland on this 25<sup>th</sup> day of May, 2018.

**Affidavit of Posting:** I, Eric J. Mulvihill, being duly sworn, deposes and says that the posting of the Resolution began on \_\_\_\_\_ and continued for at least 30 days, That the Resolution was available to the public on the

- X Employer’s website at www.cortland-co.org
- Official sign board at 60 Central Ave, Room 316, Cortland, NY
- X Main entrance secretary or clerk’s office at 60 Central Ave, Cortland, NY 13045

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

# POSITION VACANCY REPORT

## As of May 01, 2018

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
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
RN \$26.0358-\$30.3468/HR	Health	Retirement	5/4/2017	7/11/2017	7/11/2017	7/11/2017	Posted
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Resignation	8/1/2017	8/7/2017	8/8/2017	8/15/2017	Exam file apps
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	8/11/2017	8/7/2017	8/15/2017	9/14/2017	Exam file apps/Posting
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/22/2017	10/4/2017	10/10/2017	10/12/2017	Exam file apps/Posting
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/28/2017	10/4/2017	10/10/2017	10/12/2017	Exam file apps/Posting
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
Sr Account Clerk Grade 9 \$15.5873-\$19.3436	Landfill	Retirement	10/27/2017	10/27/2017	10/30/2017	11/9/2017	4/2/2018
Correction Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	11/30/2017	12/1/2017	12/6/2017	12/21/2017	Exam file apps/Posting

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

# POSITION VACANCY REPORT

## As of May 01, 2018

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
Recycling Attendant/Highway Grade 2 \$12.1317-\$15.0552	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold
Recycling Equipment Operator Mechanic Grade 10 \$16.0799-\$19.9550	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold
Keyboard Specialist Grade 1 \$15.0272-\$19.9726	Sheriff	Resignation	1/24/2018	1/24/2018	1/24/2018	1/25/2018	4/2/2018
Correction Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Retirement	1/24/2018	1/29/2018	1/29/2018	2/13/2018	Exam file apps
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Resignation	2/4/2018	2/5/2018	2/5/2018	2/13/2018	Exam file apps
Heavy Equipment Maintenance Mechanic Grade 14 \$18.6619-\$23.1592	Highway	Resignation	2/23/2018	2/8/2018	2/8/2018	2/22/2018	Posted
Assistant Public Defender Grade 4 \$64,871-\$78,925	Public Defender	Promotion	2/12/2018	2/12/2018	2/12/2018	2/13/2018	Posted
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Resignation	2/11/2018	2/12/2018	2/14/2018	2/22/2018	Exam file apps
Highway Crew Leader Grade 14 \$18.6619-\$23.1592	Highway	Took HCM Position	2/18/2018	2/14/2018	2/20/2018	3/8/2018	4/30/2018
Motor Equipment Operator Grade 10 \$16.4015-\$20.3541	Highway	Took HCM Position	2/18/2018	2/14/2018	2/20/2018	4/10/2018	Posted
Sr Account Clerk Grade 3 \$15.9631-\$21.2164	Sheriff	Resignation	2/26/2018	2/26/2018	3/5/2018	3/13/2018	4/2/2018
Correction Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Retirement	2/20/2018	3/2/2018	3/5/2018	3/13/2018	Exam file apps/Posting
Sr Social Welfare Examiner Grade 12 \$17.4750-\$21.6862	DSS	Resignation	3/19/2018	3/5/2018	3/5/2018	3/8/2018	4/2/2018

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

# POSITION VACANCY REPORT

## As of May 01, 2018

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
Social Welfare Examiner Trainee Grade 9 \$15.8990-\$19.7304	DSS	Backfill for promotion	Unknown	3/6/2018	3/6/2018	3/8/2018	4/2/2018
Assistant District Attorney Grade 4 \$64,871-\$78,925	District Attorney	Resignation	4/1/2018	3/7/2018	3/13/2018	3/13/2018	Posted
Keyboard Specialist Grade 5 \$14.1292-\$17.5342	DSS	Resignation	3/30/2018	3/15/2018	3/15/2018	4/12/2018	Canvass/Cert
Support Investigator Grade 10 \$16.4015-\$20.3541	DSS	Removal from probation	3/23/2018	3/16/2018	3/19/2018	4/12/2018	4/30/2018
Account Clerk Grade 7 \$14.9723-\$18.5803	Aging	Promotion	3/26/2018	3/26/2018	3/26/2018	4/12/2018	Posted/Cert
Social Welfare Examiner Trainee Grade 9 \$15.8990-\$19.7304	DSS	Promotion		3/30/2018	4/2/2018		Conditional on an internal hire
Case Aide Grade 7 \$14.9723-\$18.5803	DSS	Promotion		3/30/2018	4/2/2018		Conditional on an internal hire
Seasonal Aides (5) \$10.70/Hr (Dwyer Park)	Highway	Seasonal	5/1/2018	4/10/2018	4/10/2018	4/10/2018	Posted
Wade Pool Attendants (2) \$11.70/Hr (Dwyer Park)	Highway	Seasonal	5/1/2018	4/11/2018	4/11/2018	4/11/2018	Posted

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

# POSITION VACANCY REPORT

## As of May 01, 2018

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
Park Attendants (4) \$10.6833/Hr (Dwyer Park)	Highway	Seasonal	5/1/2018	4/11/2018	4/11/2018	4/11/2018	Posted
Park Attendants (1) \$10.6833/Hr (Highway)	Highway	Seasonal	6/1/2018	4/11/2018	4/11/2018	4/11/2018	Posted
Sr Dispatcher Grade 7 \$18.6915-\$28.6646	ERAC	Demotion	4/23/2018	4/16/2018	4/16/2018	4/16/2018	Posted
Food Service Helper Grade 2 \$12.3744-\$15.3563	Aging	Resignation	4/27/2018	4/23/2018	4/23/2018		
PT Jail Cook (32 hrs) Grade 2 \$15.7909-\$20.9596	Sheriff	Resignation	5/13/2018	5/3/2018	5/4/2018		
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Resignation	4/21/2018	5/3/2018	5/4/2018		Exam file apps/Posting
Heavy Equipment Operator Grade 12 \$17.4750-\$21.6862	Highway	Resignation	5/3/2018	5/3/2018	5/4/2018		
Heavy Equipment Operator Grade 12 \$17.4750-\$21.6862	Highway	Promotion	4/30/2018	5/3/2018	5/4/2018		
Motor Equipment Operator Grade 10 \$16.4015-\$20.3541	Highway	Retirement	4/27/2018	5/3/2018	5/4/2018		

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

## Proposed Local Law No. 7 of the Year 2002

### A local law establishing the office of County Administrator for the County of Cortland

Be it enacted by the Legislature of the County of Cortland as follows:

#### **SECTION 1. Legislative Intent**

The Personnel Committee having found that increased direction, control and coordination of County governmental functions would provide a more efficient administration of the various departments and agencies of Cortland County. The County of Cortland is being increasingly required to administer various programs which are either unfunded or not adequately funded by the State and Federal governments. Such mandates, together with the revenue constraints of the County, requires the best administration possible. It is the purpose and intent of this local law to provide administrative assistance to the Cortland County Legislature, in order to provide uniformity in the day-to-day handling and management of the County affairs. It is not the purpose or intent of the Cortland County Legislature in the adoption of this local law to curtail, diminish, transfer or divest the Legislature of Cortland County of any of its functions, powers or duties.

#### **SECTION 2. Appointment, Term Of Office**

A. There shall be a County Administrator who shall be directly responsible to the County Legislature and, on behalf of the County Legislature, shall perform the functions of a chief administrative officer, with the County Legislature retaining the final

administrative authority. The position of County Administrator shall be unclassified for Civil Service purposes.

B. The County Administrator shall be appointed by the County Legislature. The County Administrator shall serve at the pleasure of the County Legislature.

### **SECTION 3. Qualifications**

A. At the time of appointment the County Administrator shall have the following training and/or experience.

1. Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Master's Degree in Public Administration or Business Administration and four (4) years of paid full-time experience in the field of public or business administration; OR
2. Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree in Public Administration or Business Administration and six (6) years of paid full-time experience in the field of public or business administration; OR
3. Ten (10) years of paid full-time experience in the field of public or business administration or industrial enterprise; OR
4. An equivalent combination of training and experience as defined by the limits of 1, 2, and 3 above.

The County Administrator shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office.

B. The appointee's domicile need not be in Cortland County at the time of appointment but shall become so within ninety (90) days of the appointment and remain so during his or her term of office. Failure to be domiciled or to remain so in Cortland



County as stated herein shall be cause for dismissal by the County Legislature without other or further notice.

#### **SECTION 4. Salary**

The County Administrator shall receive an annual salary to be fixed by the County Legislature.

#### **SECTION 5. Powers And Duties**

Without curtailing, diminishing or transferring the powers of any elected or appointed County official, the County Administrator shall be responsible for the overall administration of County government and shall provide and coordinate staff services to the County Legislature, the Chairman of the Legislature and the Committees of the Legislature. The County Administrator shall perform all the duties now and hereafter conferred or imposed upon the office by law and directed by the County Legislature and shall have all the powers and perform all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are the following:

- A. To appoint such personnel within the office as may be authorized by the County Legislature.
- B. Prepare the tentative County budget and present it to the Finance and Administration Committee for approval and then to the full Legislature for final adoption.
- C. Prescribe the form of financial reports, receipts, vouchers, bills, or claims to be filed by all agencies, departments, officers, officials, institutions, and other agencies of the County.
- D. Conduct a pre-audit of all claims submitted for payment against the various funds of the County and submit any recommendations thereto to

the Chairman of the Finance and Administration Committee prior to the date set forth for the audit of County claims.

- E. Audit all County departments that maintain records of monies received in the conduct of their department and verify such audits with the central records of the County Treasurer.
- F. Research and identify sources of Federal and State revenues and assist in planning and development of applications for Federal and State aid, grants, etc.
- G. Maintain liaisons and represent the County Legislature in contacts with political subdivisions, State and Federal officials and agencies.
- H. Coordinate the administrative functions of the departments of County government and serve as liaison between County Legislature and County departments, agencies, special improvement districts, boards, commissions, and advisory committees established by the Legislature.
- I. Conduct regular meetings with all department heads in order to assure the smooth implementation of Legislature policies and procedures.
- J. Perform professional, administrative, and managerial functions (including management audits) as directed by the County Legislature. Develop and enforce County policies and procedures to ensure smooth operation of all departments. Monitor the department heads of all County departments. Perform personnel functions of assigning and monitoring work, conducting performance appraisals, authorizing time off, disciplining employees, resolving personnel problems, etc. Recommend to the Legislature the appointment and/or dismissal of all non-elected department heads. Provides general supervision to all County department heads, except as otherwise required by law.
- K. Participate in all labor relations activities including collective bargaining, contract administration, and grievance proceedings. Provide to the Legislature data analysis needed for policy consideration, including collective bargaining. Sit as a member of the management team in all collective bargaining activities. Formulate data to measure the impact of Legislative proposals and decision on the tax base and economic development goals established by the Legislature. Aid the Legislature in evaluating proposals and make recommendations concerning the proposals. Serve as an advisor to the Legislature in developing policies and procedures that promote economy and efficiency in government; undertake administrative and management studies and make recommendations regarding the results thereof to the Legislature.

- L. Attend meetings of the County Legislature and its committees; undertake such research and submit to the Legislature such reports and recommendations as it may from time to time request. Assist the Legislature in the development of policies, procedures, and goals.
- M. Establish and maintain as its agent a uniform purchasing system to provide for the purchase, sale, rental, and servicing of all supplies, materials, equipment, and services for the County and its departments, including inspection, supervision, and determination as to quality and conformity with specifications and compliance therewith.
- N. Provide the overall administration of County government, coordinating services provided by County employees to the County Legislature, the Chairman of the Legislature, and the Legislature's Standing, Special, and Ad Hoc committees.
- O. To have such other powers and perform such other duties as may now or hereafter be conferred or imposed by the County Legislature.

#### **SECTION 6. Acting County Manager**

The Chairman of the Legislature shall be the acting County Administrator in the event of the County Administrator's absence from the County or inability to perform and exercise the powers and duties of the office. In the event of the Chairman's inability to serve as acting County Administrator, the Chairman, with the approval of the Legislature, shall appoint an acting County Administrator. In no event may a person serve as acting County Administrator for a period greater than sixty days in any calendar year, unless authorized by the Legislature. The acting County Administrator shall have all powers and duties of the County Administrator during the period of his or her designation or until a new County Administrator shall be appointed, pursuant to law, and shall qualify to assume that office.

**SECTION 7. No Divestiture Of Powers And Duties Of Legislature**

Nothing contained in this local law shall operate or be construed to divest the County Legislature of Cortland County of any of its functions, powers and duties.

**SECTION 8. Severability of Provisions**

If any clause, sentence, paragraph, subdivision, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree, or order shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree or order have been rendered.

**SECTION 9. Conflict With Previous Local Laws And Resolutions**

In the event of a conflict or inconsistency between this local law and any previous local law or resolution of the County Legislature, this local law shall govern.

**SECTION 10: Effective Date**

This local law shall take effect when all applicable statutory requirements for its passage and adoption have been complied with fully and it has been duly filed as provided by the Municipal Home Rule Law.

Per Resolution 348-03: Page 216

ADOPT LOCAL LAW NO. 3 FOR THE YEAR 2003  
AMENDING LOCAL NO. 7 OF THE YEAR 2002 ALLOWING FOR A FIXED TERM  
OF OFFICE AND DESIGNATING COUNTY ADMINISTRATOR AS BUDGET OFFICER

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF CORTLAND AS  
FOLLOWS:

Section 2, paragraph B. is hereby amended to read as follows:

B. The County Administrator shall be appointed by the County Legislature for a fixed term of office, not to exceed four ( 4) years.

And, be it further enacted that:

Section 5, paragraph B. is hereby amended to read as follows:

B. Shall be the Budget Officer of the County, with all rights and authorities granted under Law. Shall prepare the tentative County Budget and present it to the Finance and Administration Committee for approval and then to the Full Legislature for final adoption.

# POSITION VACANCY REPORT

## As of June 01, 2018

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
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
RN \$26.0358-\$30.3468/HR	Health	Retirement	5/4/2017	7/11/2017	7/11/2017	7/11/2017	Posted
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Resignation	8/1/2017	8/7/2017	8/8/2017	8/15/2017	6/11/2018
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	8/11/2017	8/7/2017	8/15/2017	9/14/2017	Exam file apps/Posting
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/22/2017	10/4/2017	10/10/2017	10/12/2017	Exam file apps/Posting
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/28/2017	10/4/2017	10/10/2017	10/12/2017	Exam file apps/Posting
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
Correction Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	11/30/2017	12/1/2017	12/6/2017	12/21/2017	Exam file apps/Posting

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

# POSITION VACANCY REPORT

## As of June 01, 2018

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
Recycling Attendant/Highway Grade 2 \$12.1317-\$15.0552	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold
Recycling Equipment Operator Mechanic Grade 10 \$16.0799-\$19.9550	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold
Correction Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Retirement	1/24/2018	1/29/2018	1/29/2018	2/13/2018	Exam file apps/Posting
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Resignation	2/4/2018	2/5/2018	2/5/2018	2/13/2018	4/23/2018
Heavy Equipment Maintenance Mechanic Grade 14 \$18.6619-\$23.1592	Highway	Resignation	2/23/2018	2/8/2018	2/8/2018	2/22/2018	Posted
Assistant Public Defender Grade 4 \$64,871-\$78,925	Public Defender	Promotion	2/12/2018	2/12/2018	2/12/2018	2/13/2018	6/18/2018
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Resignation	2/11/2018	2/12/2018	2/14/2018	2/22/2018	5/21/2018
Motor Equipment Operator Grade 10 \$16.4015-\$20.3541	Highway	Took HCM Position	2/18/2018	2/14/2018	2/20/2018	4/10/2018	6/4/2018
Correction Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Retirement	2/20/2018	3/2/2018	3/5/2018	3/13/2018	Exam file apps/Posting
Assistant District Attorney Grade 4 \$64,871-\$78,925	District Attorney	Resignation	4/1/2018	3/7/2018	3/13/2018	3/13/2018	5/14/2018
Keyboard Specialist Grade 5 \$14.1292-\$17.5342	DSS	Resignation	3/30/2018	3/15/2018	3/15/2018	4/12/2018	5/9/2018
Account Clerk Grade 7 \$14.9723-\$18.5803	Aging	Promotion	3/26/2018	3/26/2018	3/26/2018	4/12/2018	6/18/2018

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

# POSITION VACANCY REPORT

## As of June 01, 2018

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
Social Welfare Examiner Trainee Grade 9 \$15.8990-\$19.7304	DSS	Promotion		3/30/2018	4/2/2018		Conditional on an internal hire
Case Aide Grade 7 \$14.9723-\$18.5803	DSS	Promotion		3/30/2018	4/2/2018		Conditional on an internal hire
Seasonal Aides (5) \$10.70/Hr (Dwyer Park)	Highway	Seasonal	5/1/2018	4/10/2018	4/10/2018	4/10/2018	Posted
Wade Pool Attendants (2) \$11.70/Hr (Dwyer Park)	Highway	Seasonal	5/1/2018	4/11/2018	4/11/2018	4/11/2018	Posted
Park Attendants (4) \$10.6833/Hr (Dwyer Park)	Highway	Seasonal	5/1/2018	4/11/2018	4/11/2018	4/11/2018	Posted
Park Attendants (1) \$10.6833/Hr (Highway)	Highway	Seasonal	6/1/2018	4/11/2018	4/11/2018	4/11/2018	Posted
Sr Dispatcher Grade 7 \$18.6915-\$28.6646	ERAC	Demotion	4/23/2018	4/16/2018	4/16/2018	4/16/2018	5/2/2018
Food Service Helper Grade 2 \$12.3744-\$15.3563	Aging	Resignation	4/27/2018	4/23/2018	4/23/2018	5/10/2018	Posted
PT Jail Cook (32 hrs) Grade 2 \$15.7909-\$20.9596	Sheriff	Resignation	5/13/2018	5/3/2018	5/4/2018	5/15/2018	Posted
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Resignation	4/21/2018	5/3/2018	5/4/2018	5/15/2018	Exam file apps/Posting
Heavy Equipment Operator Grade 12 \$17.4750-\$21.6862	Highway	Resignation	5/3/2018	5/3/2018	5/4/2018	5/15/2018	Posted
Heavy Equipment Operator Grade 12 \$17.4750-\$21.6862	Highway	Promotion	4/30/2018	5/3/2018	5/4/2018	5/15/2018	Posted

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)



# POSITION VACANCY REPORT

## As of June 01, 2018

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
Motor Equipment Operator Grade 10 \$16.4015-\$20.3541	Highway	Retirement	4/27/2018	5/3/2018	5/4/2018	5/15/2018	Posted
Medical Services Clerk Grade 8 \$15.4221-\$19.1386	MHC	Resignation	5/30/2018	5/9/2018	5/9/2018	5/10/2018	Canvass/Cert
E&T Special Program Counselor Grade 9 \$15.8990-\$19.7304	E&T	Temp	6/4/2018	5/9/2018	5/9/2018	5/10/2018	6/4/2018
Sr Citizen Center Manager Grade 8 \$15.4221-\$19.1386	Aging	Resignation	5/17/2018	5/7/2018	5/9/2018	5/10/2018	5/29/2018
Fiscal Manager Grade 8 \$48,574-\$59,100	Budget & Finance	New	2/1/2018	1/25/2018	1/25/2018	1/25/2018	Posted
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Resignation	5/9/2018	5/16/2018	5/16/2018		
Chief Social Services Attorney Grade 3 \$69,737-\$84,844	DSS	Resignation	6/22/2018	5/21/2018	5/22/2018	5/22/2018	Posted
Licensed Master Social Worker Grade 24 \$26.6856-\$33.1165	Mental Health	Resignation	6/8/2018	5/23/2018	5/25/2018		
Secretary I Grade 9 \$15.8990-\$19.7304	Aging	Retirement	6/23/2018	5/23/2018	5/23/2018	5/25/2018	Canvass/Cert/ Posted
Public Health Educator Grade 6 \$19.9704-\$24.7829	Health	Removal	2/28/2018	5/22/2018	5/22/2018	5/25/2018	Cert/Post
Public Health Educator Grade 6 \$19.9704-\$24.7829	Health	Resignation	6/5/2018	5/22/2018	5/22/2018	5/25/2018	Cert/Post
Caseworker Grade 17 \$20.6736-\$25.6556	DSS	Resignation	6/14/2018	5/31/2018	5/31/2018		

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

# POSITION VACANCY REPORT

## As of June 01, 2018

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

Minutes Acceptance: Minutes of Jun 19, 2018 9:00 AM (MINUTES)

## Cortland County Office Building After Hours Access/Use Policy

A large part of the continuing effort to improve the physical security of the Cortland County Office building and campus is regulating after - hours access. The County's goal is to provide access without sacrificing security. To that end, we are asking everyone to comply with the hours of operation and after - hours access procedures. The hours of operation for the County Office building are 7AM-4:30 PM Monday through Friday. This policy does not relate to the after-hours use of the County Office Building Auditorium or Gymnasium which are handled through separate policies and procedures as previously adopted.

*The following procedures are being implemented to validate and consistently address all requests for after - hours access.*

**Scheduled Events** – Any non-County Departments or non-County Agencies looking to use County space for meetings or small gatherings after-hours should utilize the conference room at 37 Church Street. Scheduling for that space will be on a first come first serve basis and can be done through the Clerk of the Legislature's Office by calling 607-753-5049 or emailing the Clerk or designee. Those scheduling the space will need to obtain a key from the Clerk and return the key by the next business day following the meeting.

**Departmental Controlled Space** – There are several departments that set reservations for their own departmental space and do not require access approval through the Clerk's Office. All space use requests will be directed to the department head in charge of that space. The use of third floor meeting spaces will still be scheduled and monitored by the Clerk of the Legislature. Those employees utilizing any County space after 4:30 PM that involves bringing non-County personnel into the building will be required to escort non-County personnel in and out of the building. County employees will verify that doors are locked and secured at all times. All non-County personnel must be under the supervision of County staff at all times while in the building.

**Individual Access** – Any County staff that requires access before or after regular business hours will be required to carry their County issued ID badges and furnish identification upon request from Buildings and Grounds Staff.

**ON MOTION OF KELLY L. FAIRCHILD-PRESTON, COMMITTEE CHAIR AGENDA ITEM NO. 1**

**Amend 2018 Budget Transfer Funds Personnel / Unemployment**

WHEREAS, the billing for the Unemployment Insurance has increased beyond the projected budgeted amount, AND

WHEREAS, it is necessary to cover the difference in the Unemployment Insurance account, NOW THEREFORE BE IT

RESOLVED, that the 2018 County Budget is hereby amended as follows:

Decrease:			
Expense:	Contingency	A19905-54775	209.25
Increase:			
Expense:	Unemployment Insurance	A90505-58000	209.25

# POSITION VACANCY REPORT

## As of July 01, 2018

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
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	6/25/2018
RN \$26.0358-\$30.3468/HR	Health	Retirement	5/4/2017	7/11/2017	7/11/2017	7/11/2017	Posted
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Resignation	8/1/2017	8/7/2017	8/8/2017	8/15/2017	6/11/2018
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	8/11/2017	8/7/2017	8/15/2017	9/14/2017	6/14/2018
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/22/2017	10/4/2017	10/10/2017	10/12/2017	7/2/2018
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/28/2017	10/4/2017	10/10/2017	10/12/2017	Exam file apps/Posting
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
Correction Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	11/30/2017	12/1/2017	12/6/2017	12/21/2017	Exam file apps/Posting

Attachment: July 2018 (5706 : July Vacancy Report)

# POSITION VACANCY REPORT

## As of July 01, 2018

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
Recycling Attendant/Highway Grade 2 \$12.1317-\$15.0552	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold
Recycling Equipment Operator Mechanic Grade 10 \$16.0799-\$19.9550	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold
Correction Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Retirement	1/24/2018	1/29/2018	1/29/2018	2/13/2018	Exam file apps/Posting
Heavy Equipment Maintenance Mechanic Grade 14 \$18.6619-\$23.1592	Highway	Resignation	2/23/2018	2/8/2018	2/8/2018	2/22/2018	Posted
Assistant Public Defender Grade 4 \$64,871-\$78,925	Public Defender	Promotion	2/12/2018	2/12/2018	2/12/2018	2/13/2018	6/18/2018
Motor Equipment Operator Grade 10 \$16.4015-\$20.3541	Highway	Took HCM Position	2/18/2018	2/14/2018	2/20/2018	4/10/2018	6/4/2018
Correction Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Retirement	2/20/2018	3/2/2018	3/5/2018	3/13/2018	Exam file apps/Posting
Account Clerk Grade 7 \$14.9723-\$18.5803	Aging	Promotion	3/26/2018	3/26/2018	3/26/2018	4/12/2018	6/18/2018
Social Welfare Examiner Trainee Grade 9 \$15.8990-\$19.7304	DSS	Promotion		3/30/2018	4/2/2018		Remove-not an internal hire
Case Aide Grade 7 \$14.9723-\$18.5803	DSS	Promotion		3/30/2018	4/2/2018		Remove-not an internal hire
Seasonal Aides (5) \$10.70/Hr (Dwyer Park)	Highway	Seasonal	5/1/2018	4/10/2018	4/10/2018	4/10/2018	6/4/18
Wade Pool Attendants (2) \$11.70/Hr (Dwyer Park)	Highway	Seasonal	5/1/2018	4/11/2018	4/11/2018	4/11/2018	6/11/18

Attachment: July 2018 (5706 : July Vacancy Report)

# POSITION VACANCY REPORT

## As of July 01, 2018

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
Park Attendants (4) \$10.6833/Hr (Dwyer Park)	Highway	Seasonal	5/1/2018	4/11/2018	4/11/2018	4/11/2018	6/4/18
Park Attendants (1) \$10.6833/Hr (Highway)	Highway	Seasonal	6/1/2018	4/11/2018	4/11/2018	4/11/2018	Posted
Food Service Helper Grade 2 \$12.3744-\$15.3563	Aging	Resignation	4/27/2018	4/23/2018	4/23/2018	5/10/2018	6/11/18
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Resignation	4/21/2018	5/3/2018	5/4/2018	5/15/2018	Exam file apps/Posting
Heavy Equipment Operator Grade 12 \$17.4750-\$21.6862	Highway	Resignation	5/3/2018	5/3/2018	5/4/2018	5/15/2018	Posted
Heavy Equipment Operator Grade 12 \$17.4750-\$21.6862	Highway	Promotion	4/30/2018	5/3/2018	5/4/2018	5/15/2018	Posted
Motor Equipment Operator Grade 10 \$16.4015-\$20.3541	Highway	Retirement	4/27/2018	5/3/2018	5/4/2018	5/15/2018	Posted
Medical Services Clerk Grade 8 \$15.4221-\$19.1386	MHC	Resignation	5/30/2018	5/9/2018	5/9/2018	5/10/2018	Posted
E&T Special Program Counselor Grade 9 \$15.8990-\$19.7304	E&T	Temp	6/4/2018	5/9/2018	5/9/2018	5/10/2018	6/4/2018
Fiscal Manager Grade 8 \$48,574-\$59,100	Budget & Finance	New	2/1/2018	1/25/2018	1/25/2018	1/25/2018	Posted
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Resignation	5/9/2018	5/16/2018	5/16/2018	6/20/2018	Canvass/Cert
Chief Social Services Attorney Grade 3 \$69,737-\$84,844	DSS	Resignation	6/22/2018	5/21/2018	5/22/2018	5/22/2018	Posted

Attachment: July 2018 (5706 : July Vacancy Report)

# POSITION VACANCY REPORT

## As of July 01, 2018

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
Licensed Master Social Worker Grade 24 \$26.6856-\$33.1165	Mental Health	Resignation	6/8/2018	5/23/2018	5/25/2018	6/20/2018	Cert/Post
Secretary I Grade 9 \$15.8990-\$19.7304	Aging	Retirement	6/23/2018	5/23/2018	5/23/2018	5/25/2018	Canvass/Cert/ Posted
Public Health Educator Grade 6 \$19.9704-\$24.7829	Health	Removal	2/28/2018	5/22/2018	5/22/2018	5/25/2018	Cert/Post
Public Health Educator Grade 6 \$19.9704-\$24.7829	Health	Resignation	6/5/2018	5/22/2018	5/22/2018	5/25/2018	Cert/Post
Caseworker Grade 17 \$20.6736-\$25.6556	DSS	Resignation	6/14/2018	5/31/2018	5/31/2018	6/20/2018	Canvass/Cert
Caseworker Grade 17 \$20.6736-\$25.6556	DSS	Resignation	7/6/2018	6/8/2018	6/8/2018	6/20/2018	Canvass/Cert
Motor Equipment Operator Grade 10 \$16.4015-\$20.3541	Highway	Retirement	6/15/2018	6/11/2018	6/11/2018	6/12/2018	Posted
Jail Cook-Per Diem Grade 2 \$15.7909-\$20.9596	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted
Social Services Attorney Grade 4 \$64,871-\$78,925	DSS	Promotion		6/13/2018	6/13/2018	6/20/2018	Remove-not an internal hire
Corrections Lieutenant Grade 3 \$24.2953-\$37.6273	Sheriff	Retirement	7/20/2018	6/19/2018	6/21/2018		
Corrections Sergeant Grade 2 \$22.3810-\$34.6626	Sheriff	Promotion	7/20/2018	6/19/2018	6/21/2018		
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Promotion	7/20/2018	6/19/2018	6/21/2018		

Attachment: July 2018 (5706 : July Vacancy Report)



# POSITION VACANCY REPORT

## As of July 01, 2018

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
Nutrition Program Supervisor Grade 17 \$20.6736-\$25.6556	Aging	Resignation	8/13/2018	6/14/2018	6/14/2018	6/20/2018	Cert/Post
Food Service Helper Grade 2 \$12.3744-\$15.3563	Aging	Promotion	5/17/2018	6/1/2018	6/1/2018	6/20/2018	Posted
Mental Health Practitioner \$105,000-\$115,000/yr	MHC	Resignation	7/11/2018	6/27/2018	6/27/2018	6/29/2018	Posted
Dir. of Community Health Services Grade 5 \$60,345-\$73,419/yr	Health	New	6/29/2018	6/28/2018	6/28/2018	6/28/2018	Posted
Superintendent of Highways Grade 1 \$80,589-\$98,049	Highway	Resignation	7/27/2018	6/29/2018	6/29/2018	6/29/2018	Posted
Director of Veterans Services Grade 10 \$42,034-\$51,141	Veterans	Retirement	7/17/2018	7/2/2018	7/2/2018	7/2/2018	Posted
County Police Officer \$19.1813-\$30.6856	Sheriff	New	N/A	3/27/2018	3/27/2018	4/26/2018	6/25/2018
County Police Officer \$19.1813-\$30.6856	Sheriff	New	N/A	6/28/2018	6/28/2018	6/28/2018	Canvass

Attachment: July 2018 (5706 : July Vacancy Report)