

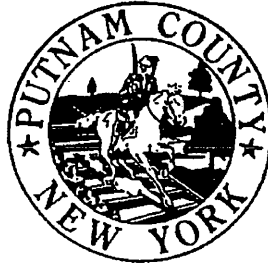
THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

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

Paul E. Jonke *Chairman*  
Amy E. Sayegh *Deputy Chair*  
Diane Schonfeld *Clerk*  
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**AGENDA**

**PERSONNEL COMMITTEE MEETING**

**TO BE HELD IN ROOM 318**

**PUTNAM COUNTY OFFICE BUILDING**

**CARMEL, NEW YORK 10512**

**Members: Chairman Jonke Legislators Castellano & Nacerino**

**Tuesday 6:30p.m. April 9, 2024**

**(Rules Mtg. To Immediately Follow)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – March 12, 2024**
- 4. Approval/ Budgetary Amendment 24A029/ Department of Public Works (DPW) Three (3) Positions Related to this request: Automotive Division Temp Position, Reclass to Senior Account Clerk and Soil & Water District Manager Salary Increase / Commissioner of DPW Thomas Feighery**
- 5. Approval/ Budgetary Transfer 24T079/ Department Social Services- funding for Administrative and Legal Training for 2024/ Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio**
- 6. Discussion/ Update on the Commissioner of Health/ Public Health Director Posting and Corresponding Compensation/ County Executive Kevin Byrne**
- 7. FYI/ Accident Report**
- 8. FYI/ Incident Report**
- 9. Other Business**
- 10. Adjournment**

Rev. April mtg. 4/9

#3

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

**Members: Chairman Jonke, Legislators Castellano & Nacerino**

**Tuesday**

**March 12, 2024**

**(Physical & Special Full Meetings Immediately Followed)**

The meeting was called to order at 6:30PM by Chairman Jonke who requested Legislator Nacerino lead in the Pledge of Allegiance. Upon roll call Legislator Nacerino and Chairman Jonke were present. Legislator Castellano arrived at 6:32PM.

**Item #3 - Approval/Personnel Committee Meeting Minutes/ February 22, 2024**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 - Approval/ Ratification of PBA Collective Bargaining Agreement/ Personnel Officer Paul Eldridge**

Personnel Officer Eldridge stated he is glad to speak to the signed Memorandum of Agreement (MOA). He stated he would speak to some of the highlights of the Agreement. He stated it is a five (5) year agreement. He stated it is retroactive to January 1, 2023. He explained in January 2023 all of the other County Units had accepted the roll over to 3.50%. He stated that was rejected at that time by the PBA. He stated that is why it goes back to January 1, 2023, and is good until the end of 2027. He stated the number of Comp Hours were reduced. He stated it was 480 hours, and it was agreed to reduce that to 340 hours. He stated also agreed to was anyone who currently was over the 340 up to 480 would be paid out for those hours. He stated the Holiday Pay was increased. He stated they end up working a lot of the holidays, he stated that amount had not been increased in probably 10 -12 years. He stated it was at \$1,500 and it was agreed to increase it to \$3,500. He stated that is effective January 1, 2024. He stated that is a summary of the highlights of this Agreement.

Chairman Jonke stated his appreciation to those present: Personnel Officer Eldridge, Deputy County Executive Burpoe, Sheriff McConville, and Undersheriff Lindert. He stated he finds this to be a fair Agreement and has heard that the Union Members voted overwhelmingly in support of this Agreement, and that says a lot.

Legislator Nacerino expressed her appreciation to those present, the Administration and all those who were instrumental in bringing this forth. She stated this is fair to the Taxpayers and the Employees. She stated she was happy to support this. She requested that Personnel Officer Eldridge speak to the use of Body Worn Cameras.

Personnel Officer Eldridge stated a Body Worn Camera is a piece of equipment. He stated that is supported by PERB (Public Employment Relations Board) and an Employer has the right to require use of equipment. He stated they have been working with the PBA for the past year and a half to two (2) years, on a policy. He stated the policy was implemented in January of 2023. He stated the PBA did file a request with PERB. He stated it was later dismissed.

Legislator Nacerino stated she was happy to hear that. She stated she believes it is crucial to the members of the public and the Officers that the Body Worn Cameras be used.

Personnel Officer Eldridge stated his agreement. He stated it has been found that over 90% of cases filed against Officers are exonerated as a result of the use of the Body Worn Cameras.

Legislator Castellano expressed his appreciation and stated he offered his applause for the extraordinary work that was done to accomplish this. He thanked the members of the PBA and thanked them for all of the hard work they do. He stated in today's world it is a tough job, and he expressed his appreciation for all they do. He questioned the Comp Time that will be paid out that falls within the 340 – 480 range, and how it would impact the budget.

Personnel Officer Eldridge stated they will have the right to be paid out by the end of 2024 at 2023 rates. He stated there were 18 employees who fall in this category.

Finance Commissioner Michael Lewis stated this was calculated including FICA at approximately \$80,000. He stated his plan is to accrue that back to 2023, and will confirm that with the outside County Auditors, O'Connor Davies Administration, LLC. He stated if it is determined that it is not permissible then the funds will be taken from the Contingency.

Legislator Montgomery reiterated, per earlier discussion regarding the Body Worn Cameras matter, there are still 90 Days to discuss or change it.

Personnel Officer Eldridge confirmed that was correct.

Legislator Montgomery questioned if after the 90 day period will the Body Worn Camera Policy be posted on the County Website. She stated the Police Policy Review document that was submitted to the State from Putnam County included that all the Policies would be posted online. She stated she has been advocating for this.

Sheriff McConville stated he will know in the next 90 days whether any policies will be posted. He stated any posting of policies will be determined strictly by himself, the Undersheriff and the Sheriff's Office Command Staff. He confirmed the policy currently posted on-line is the Use of Force Policy, which is the only one mandated to be posted.

Legislator Addonizio stated her appreciation to all who were involved in negotiating this contract. She stated she believes it is a fair contract to the PBA and to the County. She stated she will be voting in favor of this contract.

Legislator Sayegh stated her appreciation to all who were involved in the negotiations. She stated she appreciates having this open discussion at a public meeting.

Chairman Jonke made a motion to approve the Ratification of PBA Collective Bargaining Agreement; Seconded by Legislator Castellano. All in favor.

**Item #5 - Approval/ Budgetary Transfer – 24T046/ Commissioner of Finance/ PBA Contract Settlement/ Commissioner of Finance Michael Lewis**

Chairman Jonke requested Commissioner of Finance Michael Lewis speak to this agenda item.

Commissioner of Finance Michael Lewis stated during the 2024 Budget process as part of the contingency, there was money put aside for this particular contract. He stated the budgetary transfer request is to move said funding from the contingency account to the respective budget lines.

Chairman Jonke made a motion to Budgetary Transfer – 24T046/ Commissioner of Finance/ PBA Contract Settlement; Seconded by Legislator Castellano. All in favor.

**Item #6 - Approval/ Fund Transfer – 24T056/ Correctional Facility Overtime/ Costs Incurred During the Month of January 2024 with Six Correction Officer Vacancies and two Other Employees Out of the Office/ Sheriff Kevin McConville**

Sheriff Kevin McConville stated this fund transfer request comes as a result of Correction Officer vacancies, FMLA (Family and Medical Leave Act), 207C, a suspension, and two (2) Correction Officers on Constant Watch at Putnam Hospital which cost \$75,000. He stated this request has no fiscal impact. He stated the request included using funding from the vacant position and put it in the overtime budget. He stated in the meantime they have been interviewing to fill said vacancies in the Correctional Facility. He stated filling the Correction Officer positions is a challenging, as is the case in surrounding counties as well. He stated they will continue to look and be creative in ways to find candidates.

Chairman Jonke questioned if it is possible to have retired individuals come back on a part time basis.

Personnel Officer Eldridge stated that is possible. He stated there are some limitations per section 211 and 212 of the Retirements Social Security Law which has a limit up to \$35,000 that can be earned. He stated they are trying to get that changed to \$50,000. He stated that it is a practice that is being done because it is an advantage to bring an individual in who has the experience and knowledge of the work.

Legislator Castellano stated a test was given recently. He questioned how many people earned being put on the “list”.

Undersheriff Lindert stated he recalled 16.

Personnel Officer Eldridge spoke to the decline in the number of applicants.

Legislator Crowley questioned in reference to possibly attracting Correction Officers from another department to transfer to the Putnam County Correction Facility, is there an issue with the time and the retirement system.

Undersheriff Lindert stated that is not an issue in Corrections.

Chairman Jonke made a motion to approve Fund Transfer – 24T056/ Correctional Facility Overtime/ Costs Incurred During the Month of January 2024 with Six Correction Officer Vacancies and two Other Employees Out of the Office; Seconded by Legislator Nacerino. All in favor.

**Item #7 - Approval/ Fund Transfer – 24T057/ Correctional Facility Overtime/ Costs Incurred During the Month of February 2024 with Seven Correction Officer Vacancies and two Other Employees Out of the Office/ Sheriff Kevin McConville**

Chairman Jonke requested if this request is directly related to reasons stated for the Overtime during the month of January, in item #6.

Sheriff McConville confirmed that was correct.

Chairman Jonke made a motion to approve Fund Transfer 24T057/ Correctional Facility Overtime/ Costs Incurred During the Month of February 2024 with Seven Correction Officer Vacancies and two Other Employees Out of the Office; Seconded by Legislator Castellano. All in favor.

**Item #8 - Approval/ Fund Transfer – 24T058/ Correctional Facility Overtime/ Costs Incurred from March 1, 2024, through March 8, 2024, with Seven Correction Officer Vacancies and two Other Employees Out of the Office/ Sheriff Kevin McConville**

Chairman Jonke requested if this request is directly related to reasons stated for the Overtime during the months of January and February per agenda items #6 and #7.

Sheriff McConville confirmed that was correct.

Chairman Jonke made a motion to approve/ Fund Transfer – 24T058/ Correctional Facility Overtime/ Costs Incurred from March 1, 2024, through March 8, 2024, with Seven Correction Officer Vacancies and two Other Employees Out of the Office; Seconded by Legislator Nacerino. All in favor.

**Item #9 - Approval/ Budgetary Amendment – 24A024/ Proposed Reclassification of Deputy Commissioner of Mental Health, Social Services & Youth Bureau Position, A Salary Adjustment for the Director of Mental Health and Child Protective Services Position and Restructuring of Caseworker Positions/ Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio**

Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio stated the County has been unable to retain Child Protective Services (CPS) Caseworkers in the past years. She stated recently

they have received an applicant of a very qualified candidate, specialized and certified as an Alcohol and Substance Abuse Counselor. She stated in her meetings with Personnel Officer Eldridge about bringing this candidate in at a different step in the grade she learned that could not be done. She stated in order to do that the three (3) previous hires would need to be bumped up to the same step. She stated that is what she is here to discuss. She stated the starting salary of a CPS Caseworker is \$59,595.00. She stated there is a big jump in salary from step one (1) to step two (2). She stated as many know the work done in CPS is very difficult. She stated the County is very fortunate to have several Caseworkers who have been with the County for twenty plus years. She stated the struggle are these four (4) positions.

Chairman Jonke requested she elaborate on the work that a CPS Caseworker handles. He explained Commissioner Servadio spoke to him relaying some of the duties the Caseworkers were handling.

Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio stated they are definitely seeing an increase in the number of CPS calls and also an increase in the severity of them. She stated often they must partner with the local Police Agencies to even go out to the homes. She stated there is an increase in emergency removals. She summarized by stating it is traumatizing for the CPS Workers. She stated she feels very confident that this request to increase the salary is warranted because of what they are going through on a daily basis.

Legislator Nacerino stated she would support this. She stated a starting salary of \$59,595.00 for this type of job is under paid. She stated these employees have educations and see and deal with things that would be horrific to most of us. She stated there is no reason for her not to support this request. She stated the nature of the work needs to be a part of the assessment process in setting a salary.

Chairman Jonke stated speaking for himself, some of us live in a bubble and we do not know what is going on in Putnam County. He stated from Commissioner Servadio and from her predecessor he has learned a lot of what goes on in our County. He stated given the facts of what these employees face in their jobs, he will support this request.

Legislator Castellano requested clarification on what is being requested. He questioned if the request includes a salary increase for four (4) employees.

Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio stated yes, the request includes the new hire and the three (3) employees who just began in their positions six (6) months ago.

Legislator Castellano stated the request is to put all four (4) employees at level two (2). He questioned how many steps there are.

DSS Fiscal Manager Kristin Wunner stated that is correct and the cut off to get them into step two (2) is July 1<sup>st</sup>, 2024. She stated there are four (4) steps.

Legislator Castellano requested an explanation regarding an item on the backup. He stated there is a budget line with a salary of \$80,294.00.

DSS Fiscal Manager Kristin Wunner stated that was a salary of an incumbent who retired after the 2024 budget process.

Commissioner of Finance Michael Lewis stated that is a vacant position, and the money from that position is being reallocated to the four (4) positions being discussed.

Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio clarified the employee who was in the position, who is a 20 plus year employee, did not retire. She stated due to the nature of the work in the CPS Department the individual requested to be transferred.

Legislator Crowley stated she believes this request is beyond fair. She stated she looks at the cost of living, the responsibilities of this work, and also if the employee takes the health insurance it does not leave much money left. She stated looking at the facts of what these employees see in their jobs, they are bringing that home with them. She stated it is her opinion that this request is more than justifiable and will support this request. She thanked Commissioner Servadio for all she does and for bringing this request forward.

Legislator Sayegh stated she is in favor of this request. She recognized Commissioner Servadio for her creativity, vision and for bringing new employees with needed skills into the CPS Department. She questioned if the proposed increased salary of \$66,598.00 will become the base salary for the positions.

DSS Fiscal Manager Kristin Wunner stated no it will return to the CPS Caseworker Step one (1) salary amount.

Personnel Officer Eldridge stated the Contract the County has with the CSEA states if an employee is hired in at a salary rate more than the other employees already employed, they too must be brought up to the higher salary.

Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio stated she would very much like to discuss at some point an increase to the starting salary.

Legislator Crowley questioned where Putnam County falls in terms of salary amounts and steps in CPS compared to Dutchess, Orange, and Westchester Counties.

Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio stated Putnam County's salaries fall lower. She stated it is interesting that Putnam County been able to retain the original class of CPS workers. She stated the three (3) employees who have been in the positions less than six (6) months are replacing three (3) employees who came and left within a year.

Legislator Montgomery recognized that it says a lot about Commissioner Servadio and her predecessor. She recognized that the majority of people in the CPS positions are women, and she recognized the salary was not a living wage. She continued to speak to her opinion on the matter of the salaries offered for the workers in the Social Services positions. She stated she is happy to support this request.

Legislator Ellner stated he applauds Commissioner Servadio's financial creativity. He stated that he believes she has touched upon something. He stated that throughout the County there are employees who have reached their 30 years of service and could retire. He stated if the County could encourage them to retire, then when new employees were brought in the County would realize a savings. He stated he is in favor of this request.

Legislator Addonizio questioned if the reason the previous three (3) employees stayed less than a year (1) was as a result of the increase in the number of CPS cases and emergencies.

Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio stated she believes that is probably a contributing factor. She stated also, it takes a very specific person to thrive in this department. She stated she is confident with the current employees and proposed new hire. She stated that will bring them to a full staff and they are also incorporating more social and emotional wellness specifically for that department.

Legislator Addonizio stated she is in full support of this request.

Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio stated also in working with Commissioner of Finance Lewis and Personnel Officer Eldridge she has discussed restructuring the department. She has proposed making the vacant Deputy Commissioner DSS, Mental Health and Youth Bureau position a Deputy Commissioner of DSS and Youth Bureau. She stated that would result in a decrease of that salary and add the difference to the Director of Mental Health position. She stated increasing that salary would help in attracting the appropriate person for that position, with the goal of eventually having the Director of Mental Health becoming a Deputy Commissioner of Mental Health. She stated not only in Child Protective Services, but across the board in Social Services there is an increase. She stated they are not able to keep up with the eligibility alone with the Medicaid, the HEAP (Home Energy Assistance Program) applications that are coming into the department. She stated it is her opinion that this warrants a Deputy Commissioner specifically for the Department of Social Services (DSS) and the Youth Bureau and then the Mental Health side of this included several projects the Legislature is aware of: the distribution of the Opioid Settlement, the Mobile Crisis Team, the Co-Responder Team and the Stabilization Center. She stated creating the position of Director of Mental Health would allow that individual to focus on all the projects. She stated DSS Fiscal Manager Wunner worked with Finance Commissioner Lewis and they came up with a very creative way to present this proposal.

DSS Fiscal Manager Kristin Wunner stated in this proposal to restructure the Deputy Commissioner position, will result in a decrease of that salary. She continued to speak to the financials to the proposal.

Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio stated this would also allow for internal staff promotion. She stated allowing opportunities for employees who have worked in some cases 25 plus years in the Department. She stated there is a vacant Director position, that will permit for six (6) promotions. She stated the Director of Mental Health position was approved in the 2024 budget at a salary of \$90,000. She stated that they were able to secure grant funding which would bring the salary up to \$110,000, which would make it more competitive to surrounding Counties. She stated



they have State Mobile Crisis Grant funds that would be used. She stated after two (2) years the Opioid Abatement Funds will be available for 15 years.

Legislator Montgomery expressed her appreciation to Commissioner Servadio and all who assisted her in the preparation of these proposals. She stated the need in the field of mental health is something we hear about every day. She stated the County needs to supply the services and support their staff. She stated she will vote in support of this request.

Legislator Sayegh stated her support for this proposal to split off the mental health portion. She stated it will allow people to focus on their specialties and support the department. She stated she is in support of this proposal.

Legislator Nacerino stated her support of everything that has been said and also fully supports separating the mental health portion from the DSS & Youth Bureau departments. She stated she believes it will prove to be in the best interest of the people who are served.

Chairman Jonke made a motion to Approve Approval/ Budgetary Amendment – 24A024/ Proposed Reclassification of Deputy Commissioner of Mental Health, Social Services & Youth Bureau Position, A Salary Adjustment for the Director of Mental Health and Child Protective Services Position and Restructuring of Caseworker Positions; Seconded by Legislators Castellano and Nacerino. All in favor.

**Item #10 - Discussion/ Amend Resolution #59 of 2012/ Reimbursement – Employee Expenses/ Meals/ Legislator Greg Ellner**

Legislator Ellner stated he has spoken to a number of employees who have said at the current rate of reimbursement for meals when they are traveling for business: breakfast \$8.00, lunch \$10.00 and dinner \$20.00 it is resulting in them not even submitting for reimbursement, because of the low amount. He stated that he looked at the higher end of the Federal General Services Administration (GSA) schedule. He stated that equates to the following reimbursements, with receipts: breakfast \$18.00, lunch \$25.00 and dinner \$36.00.

Chairman Jonke stated the draft resolution that Legislator Ellner submitted for this discussion was based on the Federal guidelines.

Legislator Ellner stated he based it on the higher end of the GSA contract. He stated the GSA rates can become complicated because they are based on zip codes. He stated he believed that would result in too much work for the accounting employees.

Legislator Nacerino stated she is in support of this. She does not believe any employee should have out of pocket expenses to eat while on company business. She stated ironically, she just recently saw a story on the news which reported a receipt at a popular fast-food chain totaled \$24.00 for a cheeseburger, soda, and small fries. She stated it speaks to what Legislator Ellner has brought forward this evening. She agrees the current rates of meal reimbursement are inadequate. She stated she is not sure what the amended amounts should be, but agrees they need to be amended.

Chairman Jonke questioned are these proposed rates connected with the Putnam County zip codes.

Legislator Ellner stated no, they are higher than the Putnam County rate.

Chairman Jonke stated he would prefer rates that are in line with the Putnam County zip codes. He stated then in the future allow the Finance Department to be able to increase them, if the GSA rate for Putnam County rates increase. He stated it would be handled the same way that the gasoline reimbursement works.

Legislator Addonizio stated she would be in support of amending the reimbursement. She stated she would like to see the reimbursement rates from the surrounding Counties.

Legislator Ellner stated the highest reimbursement rate is the Bronx County at a total of \$79.00 and Albany is \$69.00.

Legislator Sayegh referenced the original resolution from 1996 it had two value categories: with a receipt and without a receipt. She questioned if that is still in effect.

Legislative Counsel Robert Firriolo stated no. He stated in 2012 the amendment made was to move to what the IRS calls an "Accountable Plan" an employee is required to account for the amount that they spent. He stated the current reimbursement amounts are maximum amounts, so if the receipt is less than the maximum amount, they are reimbursed the lesser amount.

Legislator Montgomery stated she is in support of this and recommended that this be passed and not wait.

Chairman Jonke stated this in on for discussion with a draft version of a resolution.

Legislator Castellano stated he would like to know the amounts paid out for the past couple of years for meal reimbursement.

Legislator Montgomery requested clarification that this does not apply to everyday, this is for employees when they are out of town.

Legislator Castellano questioned if an employee who works overtime on a Saturday, would that qualify for this meal reimbursement.

Legislative Counsel Firriolo stated it is for overnight travel only.

Personnel Officer Eldridge stated that the employees in the highway department if they work plowing a certain number of hours on the weekend they are given a meal allowance.

Legislative Crowley stated this is just a draft, so what would prohibit removing the overnight stay requirement. She stated for an example that members from the Sheriff's Department went to Albany for the day. She stated she is not sure if they were treated to lunch or if they paid for their own. She stated she believes they deserve meal reimbursement.

Chairman Jonke stated as a reference when he worked for the Town of Carmel it was presumed you were responsible for your own lunch. He stated on an overnight stay you would be reimbursed for breakfast and dinner, but not lunch.

Legislator Crowley stated in her position, through the Federal Government she gets reimbursed for all three (3) meals.

**Item #11 - FYI/ Accident Report – Duly Noted**

**Item #12 – FYI/ Incident Report– Duly Noted**

**Item #13 - Other Business - None**

**Item #14 – Adjournment**

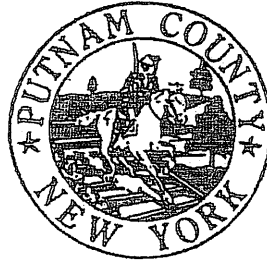
There being no further business at 7:21PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

THE PUTNAM COUNTY LEGISLATURE

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

Paul E. Jonke *Chairman*  
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**AGENDA**  
**PERSONNEL COMMITTEE MEETING**  
**TO BE HELD IN ROOM 318**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Jonke Legislators Castellano & Nacerino**

**Tuesday** 6:30p.m. **March 12, 2024**

**(Physical Services & Special Full Mtgs. To Immediately Follow)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – February 22, 2024**
- 4. Approval/ Ratification of PBA Collective Bargaining Agreement/ Personnel Officer Paul Eldride**
- 5. Approval/ Budgetary Transfer – 24T046/ Commissioner of Finance/ PBA Contract Settlement/ Commissioner of Finance Michael Lewis**
- 6. Approval/ Fund Transfer – 24T056/ Correctional Facility Overtime/ Costs Incurred During the Month of January 2024 with Six Correction Officer Vacancies and two Other Employees Out of the Office/ Sheriff Kevin McConville**
- 7. Approval/ Fund Transfer – 24T057/ Correctional Facility Overtime/ Costs Incurred During the Month of February 2024 with Seven Correction Officer Vacancies and two Other Employees Out of the Office/ Sheriff Kevin McConville**
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- 9. Approval/ Budgetary Amendment – 24A024/ Proposed Reclassification of Deputy Commissioner of Mental Health, Social Services & Youth Bureau Position, A Salary Adjustment for the Director of Mental Health and Child Protective Services Position and Restructuring of Caseworker Positions/ Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio**
- 10. Discussion/ Amend Resolution #59 of 2012/ Reimbursement – Employee Expenses/ Meals/ Legislator Greg Ellner**
- 11. FYI/ Accident Report**
- 12. FYI/ Incident Report**
- 13. Other Business**
- 14. Adjournment**

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

*Special  
Pers 4/9/24  
A+A 4/29/24*

*Reso #4*

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24A029**  
DATE: April 3, 2024

2024 APR -3 AM 11:33  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

At the request of the Commissioner of Public Works, the following budgetary amendment is required.

<u>GENERAL FUND:</u>			
<b>INCREASE APPROPRIATIONS:</b>			
10874500 51000 (107)	PERSONNEL SERVICES - SOIL & WATER DISTRICT MGR		\$ 17,800.00
10874500 58002 (107)	SOCIAL SECURITY		1,362.00
10711000 51000 (111)	PERSONNEL SERVICES - DPW PARKS - SR ACCT CLERK		4,168.00
			<b>\$ 23,330.00</b>
<b>DECREASE APPROPRIATIONS:</b>			
10711000 51094	DPW PARKS - TEMPORARY		\$ 4,168.00
<b>INCREASE ESTIMATED REVENUES:</b>			
10874500 439105	SOIL & WATER - PERFORMANCE MEASURE (PART C)		\$ 19,162.00
<b>COUNTY ROAD:</b>			
<b>INCREASE APPROPRIATIONS:</b>			
10511000 59055	TRANSFER OUT - ROAD MACHINERY		\$ 26,913.00
<b>DECREASE APPROPRIATIONS:</b>			
10511000 51000 (101)	PERSONNEL SERVICES - CONSTRUCTION MAT & HWY DISP		\$ 25,000.00
10511000 58002 (101)	SOCIAL SECURITY		1,913.00
			<b>\$ 26,913.00</b>

		<b>ROAD MACHINERY:</b>			
<b>INCREASE APPROPRIATIONS:</b>					
10513000 51094	TEMPORARY			\$	25,000.00
10513000 58002	SOCIAL SECURITY				1,913.00
				\$	<b>26,913.00</b>
<b>INCREASE ESTIMATED REVENUES:</b>					
10513000 428601	TRANSFER IN - COUNTY ROAD			\$	<b>26,913.00</b>
	2024 Fiscal Impact \$ 0				
	2025 Fiscal Impact \$ 0				

Please refer to the attached memorandum from Commissioner Feighery regarding these DPW personnel requests.

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

**DEPARTMENT OF PUBLIC WORKS**

842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

**MEMORANDUM**

TO: Michael Lewis, Commissioner of Finance  
Diane Schonfeld, Legislative Clerk

FROM: Thomas Feighery, Commissioner, Department of Public Works  
Joe Bellucci, Deputy Commissioner, Department of Public Works

DATE: April 2, 2024 *Thomas Feighery Joseph Bellucci*

RE: DPW Personnel Funding

Commissioner Lewis,

Please review the attached documents outlining DPW Personnel matters to be presented at the next Personnel Committee Meeting on 4/9. The attachments include three (3) employee and position background descriptions, overall justification and fiscal and/or budgetary impacts.

Thank you for your consideration with this matter.

cc: James Burpoe, Deputy County Executive  
Paul Eldridge, Personnel Officer  
Michele Sharkey, Auditor



## DPW Personnel Movement 2024

### **Steve Odell:**

#### *Background:*

Steve worked for the Department as an Auto Mechanic for 34 years and retired in 2021. Early on in 2023, we had reached out to Steve to ask whether he'd be willing to return on a part time as needed basis to account for vacancies in the Automotive Division. He was brought on in a part-time capacity for 2 days a week at \$30/hr. Since his return, Steve has been extremely helpful in a variety of ways.

#### *Fiscal Impact/Budget Implications:*

Plan to fully budget for and fund the Mechanic's Temp Personnel line within the 2025 budget and beyond. To cover the current shortfall, a \$26,912.50 fund transfer from the DPW County Roads fund vacant position 5110 10101 will be processed to cover both the shortfall and the remaining costs throughout the year.

#### *Justification:*

Steve's extensive mechanical experience and institutional knowledge of the Department is enough to justify an extension of his services. In recent years, the Division has had to accommodate a growing fleet and with a fully staffed automotive division, the Department intends to conduct more in-house vehicular repairs as opposed to outsourcing them. Having and utilizing these capabilities "in house" will ultimately save the County money. In addition to his experience, Steve will be a more than suitable fill in for full time employees come the summer months when vacation time is taken more frequently.

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### **Neal Tomann:**

#### *Background:*

Neal has been with the County since 2022 as the provisional Soil & Water District Manager. In order for the provisional status to be changed to permanent, Neal must pass the S&W test which has been ordered by Personnel. The position and its associated budget had previously been under the purview of the Planning Department but has since been transferred to the DPW.

#### *Fiscal Impact/Budgetary Implications:*

Neal's current salary is \$82,200/yr and when compared to adjacent Counties, this falls well below the average for this position within the area. The S&W District Program includes a \$60,000/yr reimbursable expense line which can include salaries for District employees. The CAT A funding has a minimum expense threshold of \$120,000 that must be reached to receive the \$60,000. An increase in salary will help reach the threshold to secure the full \$60,000. There is potential CAT B & C funding that may be utilized. The utilization of these funds has been brought to the attention of the Finance Department, who had indicated that S&W account currently contains upwards of \$720,000, which can be utilized for Personnel Services and would not result in any Fiscal impact. Neal is agreeable to a yearly salary of \$100,000, which would require a \$19,161.70 fund transfer from the S&W line.

*Justification:*

Neal's experience and legal background help tremendously with the tasks associated with this position and program. In addition to managing the S&W District effectively, Neal has been overseeing the dam repair and improvement Capital Projects, Agricultural Board issues and general Project Management for the Department. These tasks also require a significant amount of after hours work in the form of regular Board meetings (County, Town, Agricultural and S&W) along with constant constituent-related outreach.

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**Senior Account Clerk (Parks Division):**

*Background & Justification:*

Currently the Park has a position of Park Attendant. This position was created many years ago to meet the needs of the park at that time. The position required minimum computer, accounting, and file management when first established. It was a position created for in-person or phone interaction with the public. Receipts and bank deposits were handwritten, and cash and checks were the only type of payments accepted. All purchases, rentals, reservations, and other transactions were required to be in-person at the park office.

Now as we move forward into 2024 the Parks Division of the DPW has changed drastically over the years. Additions of Tilly Foster Farm, Putnam Golf Course, Camp Wilbur Herrlich, miles of bike path, development of Conservation Areas such as Micheal Ciaiola, Fred Dill Wildlife Sanctuary and numerous others, maintenance agreements with NYCDEP for Lake Gleneida and East of Hudson, taking on all the county facility grounds maintenance and snow removal from the Facilities Division are just some examples of how much the Parks Division has grown. Additional staffing has helped meet the workload but the clerical, accounting and technical office aspects that come with the additional workload have not kept up. It became overwhelmingly clear that the skillset needed to manage all the reservations, rentals, invoices, accounting, records management, work orders, vacation calendars, timesheets, schedules, social media, etc. and interact with the public daily in-person, via email or phone was not being met. The skillset needed to properly execute all the necessary tasks far exceed the job specification of a Park Attendant. Working with the DPW administration, the Personnel Department and Finance Department, it was determined that this position should be classified as a Senior Account Clerk due to the monetary aspects of the job.

An incumbent in this position will meet all the needs of the Parks Division as well as work closely with the Administration/support staff within the rest of the DPW Department ensuring uniformity by assisting with timebank, purchasing, social media, annual reports, budgeting, workorders, presentations and all other technical aspects of the Department. The incumbent would work closely with the Finance Department to ensure proper accounting and records management are up to standard, work with the Law/Risk Department for the approvals of contracts, certificates of insurance and indemnity agreements insuring they kept updated and meet the County requirements, assist the Tourism Department organizing and promoting events and promoting the use of County properties, and most importantly be a competent, helpful, friendly representative of the County interfacing with the Public.

*Fiscal Impact/Budget Implications:*

To account for the increase in salary associated with the new position, a fund transfer from the Parks Temp line in the amount of \$2,432 (prorated) will be executed.

## FUND TRANSFERS NEEDED FOR DPW PERSONNEL MOVEMENTS 2024

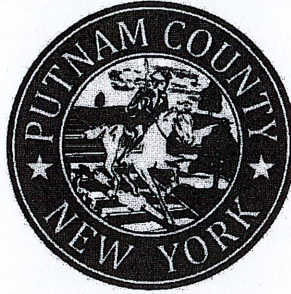
April 2, 2024

STEVE ODELL DPW ROAD MACHINERY MOVE FUNDS TO COVER TEMP LINE			
<b>FROM</b>			
10511000 51000	DPW COUNTY ROADS PERSONNEL SERVICES		25,000.00
511010101	CONSTR MAT & HWY DISP		
<b>TO</b>			
10513000 51094	DPW RD MACH TEMP		25,000.00
<b>FROM</b>			
10511000 58002	DPW RD FICA		1,912.50
<b>TO</b>			
10513000 58002	DPW RD MACHINERY FICA		1,912.50
		26,912.50	26,912.50

RECLASS FOR PARK ATTENDANT TO SENIOR ACCOUNT CLERK G 10 PRO RATED FOR JUNE -DEC 2024			
<b>FROM</b>			
10711000 51094	DPW PARK TEMPORARY		2,432.00
<b>TO</b>			
10711000 51000	DPW PARKS -PERSONNEL SERVICES		
7110 10111	SENIOR ACCOUNT CLERK G1 STP 1		2,432.00
		2,432.00	2,432.00

NEAL TOMMANN SOIL & WATER SALARY INCREASE			
<b>FROM</b>			
07000 .290965	SOIL & WATER TRUST ACCOUNT		17,800.00
<b>TO</b>			
10874500 51000	SOIL & WATER PERSONNEL SERVICES		
8020-10107	SOIL & WATER DISTRICT MANAGER		17,800.00
<b>FROM</b>			
07000 .290965	SOIL & WATER TRUST ACCOUNT		1,361.70
<b>TO</b>			
10874500 58002	SOIL & WATER FICA		1,361.70
		19,161.70	19,161.70

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

*cc: all  
Pers 4/19/24  
A+A 4/29/24*

*Reso  
#5*

DEPARTMENT OF FINANCE

MEMORANDUM

2024 APR - 2 PM 2:53  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance – *MJL*

RE: Budgetary Amendment – 24T079 *Transfer*

DATE: April 2, 2024

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

GENERAL FUND				
<b>INCREASE APPROPRIATIONS:</b>				
10120000 51094	TEMPORARY - LEGAL/ADMINISTRATION			\$ 56,751.00
10120000 58002	SOCIAL SECURITY			3,842.00
<b>DECREASE APPROPRIATIONS:</b>				
10120000 51000 (114)	PERSONNEL SERVICES - ACCT CLK/TYPIST II			\$ 11,292.00
10120000 51000 (118)	PERSONNEL SERVICES - SR TYPIST			11,292.00
10120000 51000 (121)	PERSONNEL SERVICES - ACCT CLERK II			11,292.00
10120000 51000 (115)	PERSONNEL SERVICES - STENO SECRETARY			12,741.00
10120000 51000 (117)	PERSONNEL SERVICES - PR OFFICE ASSISTANT			13,976.00
				\$ 60,593.00
	2024 Fiscal Impact \$ 0			
	2025 Fiscal Impact \$ 0			

Please refer to the attached memorandum from Commissioner Servadio and the detailed analysis from Fiscal Manager Wunner regarding this personnel change.

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner  
[Sara.Servadio@dfa.state.NY.US](mailto:Sara.Servadio@dfa.state.NY.US)

KRISTEN WUNNER  
Fiscal Manager  
[Kristen.Wunner@putnamcountyny.gov](mailto:Kristen.Wunner@putnamcountyny.gov)



ELIZABETH BARCAVAGE  
Director of Eligibility  
[Elizabeth.Barcavage@dfa.state.NY.US](mailto:Elizabeth.Barcavage@dfa.state.NY.US)


DEANNA DICAPRIO, ESQ  
Deputy Counsel for DSS  
[Deanna.Dicaprio@dfa.state.ny.us](mailto:Deanna.Dicaprio@dfa.state.ny.us)

DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

DATE: April 2, 2024

TO: Paul E. Jonke, Chair  
Personnel Committee

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

SUBJECT: Administrative and Legal Training

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Your approval is requested to transfer funds from the 2024 Department of Social Services budget for the purpose of administrative and legal training for the duration of 2024.

Upon retirement, the former **Director of Children and Family Services** transitioned into a 1094 to support the DSS legal department. Although weekly hours may vary depending on workload, it is being requested to repurpose unused funds throughout several administrative vacant positions to support an average of 20 hours per week. There will be no fiscal impact.

It is respectfully requested this matter be placed on the agenda for the next meeting of the appropriate committee. Thank you for your time and consideration.

Attachments:  
2024 Fiscal Impact on Legal and Admin Temp

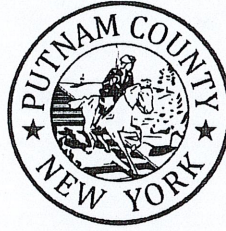
cc: Kevin Byrne, County Executive  
Michael Lewis, Commissioner of Finance  
Kristen Wunner, Fiscal Manager of Mental Health, Social Service & Youth Bureau

Personnel Committee Meeting - April 9, 2024  
 2024 Fiscal Impact on Training by Legal / Admin Temp

<u>Title</u>	<u>Weekly Hours</u>	<u>FY24 Weeks</u>	<u>Hourly Rate</u>	<u>Budgeted Earnings</u> <u>3/4-12/31</u>
Temp - Legal / Admin (10120000)	20	43	\$ 65.99	\$ 56,751.40

Hourly temp rate is currently 90% of former salary as Director of Children & Family Services.

<u>Title</u>	<u>Position Number</u>	<u>FY24 Budget</u>	<u>Current Salary</u>	<u>Savings</u> <u>1/1-3/31</u>
Vacant - Accnt Clk / Typist II (10120000)	601020114	\$ 45,517.00	\$ -	\$ 11,292.39
Vacant - Sr Typist (10120000)	601020118	\$ 45,517.00	\$ -	\$ 11,292.39
Vacant - Accnt Clerk II (10120000)	601020121	\$ 45,517.00	\$ -	\$ 11,292.39
Vacant - Steno Secretary (10120000)	601020115	\$ 51,356.00	\$ -	\$ 12,740.99
Vacant - Pr Office Assistant (10120000)	601020117	\$ 56,334.00	\$ -	\$ 13,975.99
				<u>\$ 60,594.14</u>



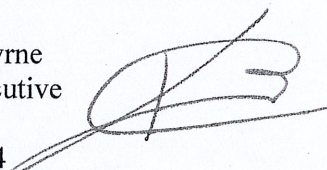
cc: all  
Per 5-4/19/24  
FYI

Discussion  
#6

PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

MEMORANDUM

To: Hon. Paul Jonke  
Chairman, Putnam County Legislature  
Chairman, Personnel Committee

From: Kevin M. Byrne  
County Executive 

Date: April 3, 2024

Re: Update on the Commissioner of Health / Public Health Director Posting and Corresponding Compensation

Cc: Paul Eldridge, Putnam County Personnel Officer

Enclosure: Copy of Local Law Resolution #273 *Establishing the 2024 Salaries of Certain Appointed Officers Serving for Fixed Terms*

2024 APR -3 PM 3:44  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

This memorandum seeks to provide a more comprehensive personnel update regarding the leadership of the Putnam County Health Department in response to a request for additional information in recent conversations with Deputy County Executive Burpoe and other members of this Administration.

As was shared in previous conversations with members of the Legislature during the 2024 budget process, attracting an acceptable qualified applicant for Commissioner of Health has proven to be a challenge with the 2023 budgeted salary. The 2024 Tentative Budget proposed by this Administration provided for an adjustment to this position's salary so that the County could responsibly post the position with a more attractive salary. This was also done in the 2024 Final Budget. The change seemingly worked, as the Personnel Department did receive additional interest in the position once the posting was updated.

Late last fall, the Administration was preparing to make an offer to a highly qualified physician-applicant expressing serious interest, who had already gone through multiple interviews. Simultaneously, the Personnel Department was working with the New York State Department of Health (NYSDOH) to ensure that this physician would be properly vetted and approved by the State. Unfortunately, later last year, the applicant withdrew their name from consideration for personal reasons. This left Putnam County in a very vulnerable position as our Interim Health Commissioner Dr. Michael Nesheiwat, once again, had already planned his retirement at the end of 2023.



Fortunately, Dr. Nesheiwat agreed to drop everything, put his plans on hold, and stay on board to continue leading the Putnam County Department of Health until a replacement could be found. This arrangement with Dr. Nesheiwat was pending a NYSDOH approval/waiver, which was subsequently obtained by our Personnel Department.

After the decision to continue Dr. Nesheiwat's interim role was made, the Legislature passed its annual legislation (2023, Resolution #273) establishing the 2024 salaries of certain appointed officers serving for fixed terms. This resolution, which was reported on by the local press, set the Commissioner of Health's salary, effective January 1, 2024, at \$220,000 (Maximum Amount).

Considering that the Legislature had already authorized the salary be adjusted to a maximum of \$220,000, and that Dr. Nesheiwat had come to our rescue by dropping his retirement plans to assist us, I felt it appropriate to issue a Report of Personnel Change and Supplemental Payroll Certification (RPC) which is standard with personnel and salary adjustments, so long as they are within their budgeted amounts. Since the Legislature already authorized the maximum amount of the Commissioner of Health's salary at \$220,000, this Administration, while permitted, would have needed to act to the contrary to pay him less, which is something I did not believe was appropriate. It was and is my judgement that it would have been unfair to compensate the person who stepped in to assist us less than someone who ultimately did not take the job. Since this adjustment was within the permitted budgeted allocation, no action by the Legislature was required for implementation. Also of note, this decision has not affected our Personnel Department's ability to post the position with the more attractive budgeted salary.

Furthermore, as part of our good faith effort to find a long-term candidate to fill Dr. Nesheiwat's role, we not only adjusted compensation in the 2024 Budget, but our Personnel Department also increased its advertising for the position. Earlier this year we also cast a larger net by posting for a potential Public Health Director to further demonstrate our commitment to filling the position. Since Putnam County's population is less than 250,000, we are not mandated to have a Health Commissioner and can instead have a Public Health Director, such as in other counties like Rensselaer. While this is not our most ideal scenario, it does avail us to a larger pool of potential candidates for consideration. A Public Health Director's salary and compensation is considerably less than a Health Commissioner, as they do not have a Doctor of Medicine (MD). However, having a Public Health Director serve also requires a contracted MD medical consultant for additional support. Both positions (Commissioner of Health and Public Health Director) are presently posted on the Putnam County website at <https://putnamcountyny.com/personnel>.

There are pros and cons to a Public Health Director model. This Administration is not yet convinced it is the correct route for Putnam County and is simply doing its due diligence. In any case, we remain determined to find a suitable applicant who will help lead our Health Department into the future, whichever role that may be.

For the people of Putnam County, and to satisfy inquiries previously made by NYSDOH, we are doing everything that we can to fill this position with an acceptable qualified applicant.

PUTNAM COUNTY LEGISLATURE

Resolution #273

Introduced by Legislator: Paul Jonke on behalf of the Personnel Committee at the Year End Meeting held on December 19, 2023.

page 1

**A LOCAL LAW ESTABLISHING THE 2024 SALARIES OF CERTAIN APPOINTED OFFICERS SERVING FOR FIXED TERMS**

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

**Section 1.**

Section 201 of the County Law and Municipal Home Rule Law, Section 23, requires that certain salary increases of fixed term officers be established by Local Law, subject to permissive referendum.

**Section 2.**

The annual salaries of the hereinafter designated County Officers appointed for a fixed term are hereby set at the following amounts effective January 1, 2024:

Paul Eldridge.....	\$154,355
Personnel Officer	
Commissioner of Health .....	\$220,000
	(Maximum Amount)
Sara Servadio .....	\$157,968
Commissioner of Social Services/Mental Health/Youth Bureau	
Patricia McLoughlin.....	\$106,860
Director of Real Property Tax Services	
Kelly Primavera .....	\$104,470
Commissioner Board of Elections	
Catherine Croft .....	\$104,470
Commissioner Board of Elections	
Michele Alfano-Sharkey.....	\$130,305
County Auditor	

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on December 19, 2023.

Dated: December 21, 2023

Signed: \_\_\_\_\_

Diane Schonfeld  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #273

Introduced by Legislator: Paul Jonke on behalf of the Personnel Committee at the Year End Meeting held on December 19, 2023.

page 2

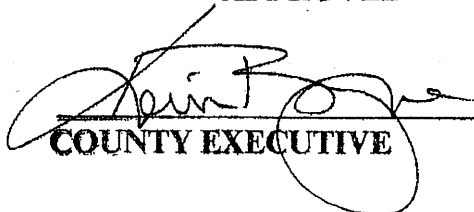
Diane Schonfeld..... \$116,762  
Clerk of the Legislature

Section 3.

THIS LOCAL LAW SHALL TAKE EFFECT FORTY-FIVE DAYS AFTER ITS PASSAGE AND IS SUBJECT TO PERMISSIVE REFERENDUM.

BY ROLL CALL VOTE: ALL AYES. LEGISLATORS NACERINO AND SAYEGH WERE ABSENT. MOTION CARRIES.

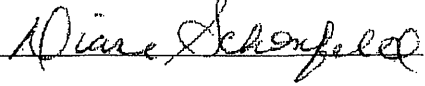
APPROVED

  
\_\_\_\_\_  
COUNTY EXECUTIVE      1/10/24      DATE

State of New York  
ss:  
County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on December 19, 2023.

Dated: December 21, 2023

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County

**Personnel Committee Mtg.**  
**April 9, 2024**  
**#7**

**FYI/Accident Report**

**Personnel Committee Mtg.**  
**April 9, 2024**  
**#8**

**FYI/ Incident Report**