

THE PUTNAM COUNTY LEGISLATURE

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

Toni E. Addonizio *Chairwoman*  
Neal L. Sullivan *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
Carl L. Albano	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Neal L. Sullivan	Dist. 9

**AGENDA**  
**PERSONNEL COMMITTEE MEETING**  
**TO BE HELD VIA AUDIO WEBINAR**  
**PURSUANT TO TEMPORARY EMERGENCY ORDERS**

**Members: Chairwoman Nacerino, Legislators Jonke & Montgomery**  
**Tuesday 6:00 PM July 14, 2020**  
**(Protective Services Committee Mtg Will Immediately Follow)**

1. Pledge of Allegiance
2. Roll Call
3. Approval/ Personnel Committee Meeting Minutes – June 18, 2020
4. Discussion/ Approval/ Proposed Personnel Changes in the Health Department/ Fiscal Manager William Orr
5. FYI/ Overtime/ Temporary Report/ Finance Commissioner William Carlin (also copied to Audit Mtg)
6. FYI/ 2020 Accident Report
7. FYI/ 2020 Employee Incident Report
8. Other Business
9. Adjournment

Recs. July 14  
#3

## PERSONNEL COMMITTEE

Held via Audio Webinar Pursuant to Temporary Emergency Orders

Members: Chairman Nacerino and Legislators Jonke & Montgomery

Thursday

June 18, 2020

The meeting was called to order via audio webinar at 7:20pm by Chairwoman Nacerino who led in the Pledge of Allegiance. Upon roll call Committee Member Jonke, and Chairwoman Nacerino were present. It was stated that Legislator Montgomery was having difficulty connecting to the Audio Webinar. Legislator Montgomery did make connection at 7:23PM, but the connection was intermittent.

### **Item #3 – Approval/ Personnel Committee Meeting Minutes – May 18, 2020**

The minutes were approved as submitted.

### **Item #4 - Approval/ Fund Transfer (20T103)/ Cover Overtime Expenses Due to Two (2) Full- Time Dispatcher Vacancies for Month of May/ Sheriff Langley (also review by Protective Svcs Committee)**

Chairwoman Nacerino stated this agenda item along with agenda Item #5 are dictated by need, through the vacancies. She stated fund transfer (20T2103) is in the amount of \$8,285.46.

Chairwoman Nacerino made a motion to approve/ Fund Transfer (20T103)/ Cover Overtime Expenses Due to Two (2) Full- Time Dispatcher Vacancies for Month of May; Seconded by Legislator Jonke. All in favor.

### **Item #5 - Approval/ Fund Transfer (20T099)/ Cover Temporary Expenses Due to Two Full-Time Dispatcher Vacancies for Month of April/ Sheriff Langley (also review by Protective Svcs. Committee)**

Chairwoman Nacerino stated fund transfer (20T099) is in the amount of \$3,856.82, as previously stated this is dictated by need due to the vacancies.

Chairwoman Nacerino made a motion to approve/ Fund Transfer (20T099)/ Cover Temporary Expenses Due to Two Full-Time Dispatcher Vacancies for Month of April; Seconded by Legislator Jonke. All in favor.

### **Item #6 - Approval/ Approval/Standard Workday and Reporting Resolution**

Chairwoman Nacerino made a motion to waive the Rules and Accept the Additional; Seconded by Legislator Jonke. All in favor.

Chairwoman Nacerino stated the Additional is the backup received from the County's Finance Department in support of this request for approval. She stated this is a requirement of the New York State Local Employees Retirement System.

Chairwoman Nacerino made a motion to approve/ Standard Workday and Reporting Resolution; Seconded by Legislator Jonke. All in favor.

**Item #7 - FYI/ Overtime/ Temporary Report/ Finance Commissioner William Carlin (also copied to Audit Mtg)**

Chairwoman Nacerino stated that she did review the Overtime/ Temporary Report line by line. She provided an overview of the report. She stated at the conclusion of her overview that when the Committee Meetings transition back to a physical setting, a more comprehensive approach to the review of this report will be done.

**Item #8 - FYI/ 2020 Accident Report – Duly Noted**

**Item #9 - FYI/ 2020 Employee Incident Report – Duly Noted**

**Item #10 - Other Business - None**

**Item #11 - Adjournment**

There being no further business at 7:34 PM Chairman Nacerino made a motion to adjourn; Seconded by Legislator Jonke. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

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**TO BE HELD VIA AUDIO WEBINAR**  
**PURSUANT TO TEMPORARY EMERGENCY ORDERS**  
**Members: Chairwoman Nacerino, Legislators Jonke & Montgomery**

Thursday June 18, 2020  
(Will Immediately Follow The Rules, Enactments & Intergovernmental Relations Mtg)

1. Pledge of Allegiance
2. Roll Call
3. Approval/ Personnel Committee Meeting Minutes – May 18, 2020
4. Approval/ Fund Transfer (20T103)/ Cover Overtime Expenses Due to Two Full- Time Dispatcher Vacancies for Month of May/ Sheriff Langley (also review by Protective Svcs Committee)
5. Approval/ Fund Transfer (20T099)/ Cover Temporary Expenses Due to Two Full-Time Dispatcher Vacancies for Month of April/ Sheriff Langley (also review by Protective Svcs. Committee)
6. Approval/ Approval/Standard Workday and Reporting Resolution
7. FYI/ Overtime/ Temporary Report/ Finance Commissioner William Carlin (also copied to Audit Mtg)
8. FYI/ 2020 Accident Report
9. FYI/ 2020 Employee Incident Report
10. Other Business
11. Adjournment



**PUTNAM COUNTY DEPARTMENT OF HEALTH**  
 1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390  
 www.putnamcountyny.gov/health  
 A PHAB-ACCREDITED HEALTH DEPARTMENT

*cc: all  
 Pers.  
 7-14-20*

MaryEllen Odell  
 COUNTY EXECUTIVE

Michael J. Nesheiwat, MD  
 COMMISSIONER OF HEALTH

*Discussion/Approval  
 #4*

**MEMORANDUM**

**To:** Honorable Ginny Nacerino, Legislative Chair, Personnel Committee  
**CC:** Diane Shonfeld, Legislative Office  
**From:** William A. Orr, Jr., Fiscal Manager *WAO*  
**Date:** July 8, 2020  
**Re:** Proposed Personnel Changes in the Health Department

With support of MaryEllen Odell, and the guidance of Paul Eldridge, Dr. Nesheiwat would like to submit for your approval personnel changes for the Health Department.

These personnel changes include filling a vacancy at a lower level and reclassifying several positions.

The need for the reorganization became crucial to continue to maintain the quality of service that Dr. Nesheiwat and the Health Department employees strive to achieve.

The changes are labeled numerically on Table A and Table B, with respective savings and costs. Table D reflects Justification to these changes. The requested changes, if approved, will be effective August 10, 2020.

Dr. Nesheiwat, Paul Eldridge, and I will attend the Personnel Committee Meeting to answer any questions.

WAO/mb

2020 JUL - 8 PM 1:37  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

HEALTH DEPARTMENT		PERSONNEL CHANGES			
TABLE A		ADMINISTRATION			
		2020		2021	
		2020	2020	2020	2021
		BUDGET	REVISSED	PROPOSED	PROPOSED
		SALARY	BUDGET	BUDGET	BUDGET
			PERSONNEL CHANGE	PERSONNEL CHANGE	PERSONNEL
			COST/SAVINGS	COST/SAVINGS	COST/SAVINGS
7/7/2020					
	EFFECTIVE DATE OF ALL CHANGES IS AUGUST 10, 2020				
1	RETIREMENT				
	PRINCIPAL TYPST	\$65,395	(\$36,470)	\$28,925	\$0
	FRINGE	\$45,681	(\$22,841)	\$22,840	\$0
	GRADE 12 STEP 4				
	(Accruals ended June 9th, 2020)				
2	HIRE	\$0	\$15,145	\$15,145	\$38,922
	TYPIST/OFFICE ASS'T	\$0	\$9,477	\$9,477	\$29,767
	FRINGE				
	TYPIST/OFFICE ASS'T				
	GRADE 5 STEP 1 in 2020 SALARY IS \$38,159				
	GRADE 5 STEP 1 in 2021 SALARY IS \$38,922				
	(Start Date August 10, 2020)				
3	REDUCE PART TIME	\$24,249	(\$2,664)	\$21,585	\$12,907
	POSITION FROM	\$1,855	(\$204)	\$1,651	\$987
	25 HRS TO 14 HRS				
	HELD CURRENTLY BY TYPIST/OFFICE ASST				
	(REDUCE HOURS AUGUST 10TH, 2020)				
	ADMIN EXPENSE SAVINGS	\$137,180	(\$37,557)	\$99,623	\$82,583
	REVENUE ADJUSTMENT		(\$8,636)		
	NET SAVINGS		(\$28,921)		(\$40,983)

		HEALTH DEPARTMENT PERSONNEL CHANGES				2020 PROPOSED PERSONNEL CHANGE				2021 PROPOSED PERSONNEL COST/SAVINGS			
		EARLY INTERVENTION											
		2020 BUDGET		2020 REVISED BUDGET		2021 PROPOSED BUDGET		2021 PERSONNEL COST/SAVINGS					
		SALARY		BUDGET		SALARY		BUDGET					
		EFFECTIVE DATE OF ALL CHANGES IS AUGUST 10, 2020											
		ACTION											
		EARLY INTERVENTION											
4	ELIMINATE DIRECTOR OF EARLY INTERVENTION AND PRE SCHOOL	DIR OF EI & PRE K	\$93,947	FRINGE	(\$93,947)	\$0							(\$93,947)
		VACANT	\$52,709		(\$52,709)	\$0							(\$52,709)
5	HIRE NEW POSITION SENIOR ACCOUNT CLERK FULL TIME	SR. ACCOUNT CLERK	\$0	FRINGE	\$25,778	\$25,778							\$52,190
		IN 2020 GRADE STEP 4 \$51,167 (Start Date August 10, 2020)	\$0		\$16,407	\$16,407							\$25,904
6	RECLASS FROM EARLY INTERVENTION SERVICE COORDINATOR TO SENIOR EARLY INTERVENTION SERVICE COORDINATOR	EI SERVICE COORDINATOR TO SR. EI COORD	\$67,773	FRINGE	\$1,460	\$69,233							\$6,826
		IN 2020 GRADE 14 STEP 4 \$67,773 1 LONG	\$45,000		\$112	\$45,112							\$144
		IN 2020 GRADE 17 STEP 2 \$71,276 1 LONG (Reclass August 10th) \$3,503/12*5 = \$1,460											
		IN 2021 GRADE 17 STEP 3 \$75,954 1 LONG (Start Date August 10, 2020)											
		EXISTING EI COORDINATOR TBD	\$69,128										
			SALARY IN 2021		IF NO CHANGE IN GRADE								
7	REALLOCATION EARLY INTERVENTION SERVICE COORDINATOR TO SAME TITLE NEW GRADE	EI SERVICE COORDINATOR REALLOCATION	\$67,773	FRINGE	\$1,351	\$69,124							\$3,307
		IN 2020 GRADE 14 STEP 4 \$67,773 1 LONG	\$45,000		\$103	\$45,103							\$253
		IN 2020 GRADE 15 STEP 4 \$71,015 1 LONG (Reclass August 10th) \$3,232/12*5 = \$1,351											
		IN 2021 GRADE 15 STEP 4 \$72,435 1 LONG (Start Date August 10, 2020)											
		EXISTING EI COORDINATOR TBD	\$69,128										
			SALARY IN 2021		IF NO CHANGE IN GRADE								
8	REALLOCATION EARLY INTERVENTION SERVICE COORDINATOR TO SAME TITLE NEW GRADE	EI SERVICE COORDINATOR REALLOCATION	\$67,773	FRINGE	\$1,351	\$69,124							\$3,307
		IN 2020 GRADE 14 STEP 4 \$67,773 1 LONG	\$45,000		\$103	\$45,103							\$253
		IN 2020 GRADE 15 STEP 4 \$71,015 1 LONG (Reclass August 10th) \$3,232/12*5 = \$1,351											
		IN 2021 GRADE 15 STEP 4 \$72,435 1 LONG (Start Date August 10, 2020)											
		EXISTING EI COORDINATOR TBD	\$69,128										
			SALARY IN 2021		IF NO CHANGE IN GRADE								

9	REALLOCATION EARLY INTERVENTION SERVICE COORDINATOR	EI SERVICE COORDINATOR REALLOCATION FRINGE IN 2020 GRADE 14 STEP 4 \$67,773 1 LONG IN 2020 GRADE 15 STEP 4 \$71,015 1 LONG (Reclass August 10th) \$3,232/12*5 = \$1,351 IN 2021 GRADE 15 STEP 4 \$72,435 1 LONG (Start Date August 10, 2020)	\$67,773 \$45,000	\$1,351 \$103	\$69,124 \$45,103	\$72,435 \$45,357	\$3,307 \$253
	SAME TITLE NEW GRADE	EXISTING EI COORDINATOR TBD	\$69,128 SALARY IN 2021				
		IF NO CHANGE IN GRADE					
10	ELIMINATE	TEMP MONIES FOR PT CLERK	\$14,298 \$1,094	\$0 \$0	\$14,298 \$1,094	\$0 \$0	(\$14,298) (\$1,094)
	PRE K						
11	RECLASS PRINCIPAL ACCOUNT CLERK TO ASSOCIATE ACCOUNT CLERK	PRINCIPAL ACCOUNT CLERK CURRENTLY GRADE 13 STEP 4 & 2 LONG PROPOSED TO GRADE 15 STEP 3 IN 2020 PROPOSED SALARY IN 2020 \$71,177 \$71,177 - 67,963 = \$3,214 ANNUAL INCREASE (Reclass August 10th) \$3,214/12*5 = \$1,339 PROPOSED TO GRADE 15 STEP 4 IN 2021	\$67,963 \$18,921	\$1,339 \$764	\$69,302 \$19,685	\$76,057 \$20,081	\$6,735 \$1,160
		IF NO CHANGE IN GRADE	\$69,322 SALARY IN 2021				
		EI / PRE K EXPENSE SAVINGS	\$700,024	(\$96,433)	\$603,591	\$648,706	(\$58,409)
		REVENUE ADJUSTMENT		\$0	\$0		\$0
		NET SAVINGS	\$700,024	(\$96,433)	\$603,591		(\$58,409)

NOTE | 2021 COST SAVINGS BASED ON NO CHANGES IN 2021 EXCEPT THE CSEA CONTRACTUAL INCREASE

**TABLE C**

**EARLY INTERVENTION COORDINATORS RECLASSIFICATION & REALLOCATION**

There are four Early Intervention Service Coordinators in the Early Intervention division.  
 We are requesting a reallocation classification of 3 of the Coordinators.  
 We are requesting a reclassification of 1 Coordinator to Senior EI Service Coordinator  
 Financial impact as stated below.

The increases are based on the reclassification and reallocation becoming effective on August 10th 2020.

	CURRENT 2020	EFFECTIVE AUGUST 10 2020	PROPOSED NEW 2020	PROPOSED BUDGET	PERSONNEL COST/SAVINGS
	BUDGET	PERSONNEL CHANGE COST/SAVINGS	REVISED BUDGET	2021 BUDGET	2021 PERSONNEL COST/SAVINGS
	SALARY				
COST OF 1 EI COORDINATOR REALLOCATION					
Grade 14 step 4	\$67,773	\$1,351	\$69,124	\$72,435	\$3,307
1 Longevity					
IN 2020 GRADE 14 STEP 4 \$67,773 1 LONG					
IN 2020 GRADE 15 STEP 4 \$71,015 1 LONG					
(Reclass August 10th) \$3,232/12*5 = \$1,347					
IN 2021 GRADE 15 STEP 4 \$72,435 1 LONG					
IN 2020 GRADE 14 STEP 4 \$69,128 1 LONG	\$69,128				
(Start Date August 10, 2020)	SALARY IN 2021				
	IF NO CHANGE IN GRADE				
COST OF 3 EI COORDINATOR REALLOCATION		\$4,053			\$9,921
COST OF 1 EI COORDINATOR RECLASS TO SENIOR EI COORDINATOR	\$67,773	\$1,460	\$69,233	\$75,954	\$6,826
	SALARY IN 2021				
	IF NO CHANGE IN GRADE				
		\$5,513			\$16,747

# Putnam County Department of Health

## Table D: Justification for Personnel Changes

### Administration

1. **Principal Typist (Grade 12) – Retired: March 2020**
2. **Typist/Office Assistant (Grade 5) – New: Full-time Position to replace Retired Principal Typist.**
3. **Temporary Typist/Office Assistant**  
Reduce weekly hours from 25 to 14.

### Early Intervention & Preschool

4. **Director of Early Intervention & Preschool -- Eliminate**  
Currently have Early Intervention & Preschool Program Supervisor on Staff and Principal Account Clerk has been administering Preschool under Senior Fiscal Manager's guidance.
5. **Senior Account Clerk (Grade 8) – New: Full-Time Position.**  
This clerical position has been requested in the past.
6. **Senior Early Intervention Service Coordinator – Reclass one (1) of the four (4) Staff Early Intervention Coordinators to Senior Early Intervention Coordinator.**  
This position will aid in the supervision of “hands-on approach” to the other three (3) E. I. Coordinators, as the current E. I. & Preschool Supervisor continues to oversee and direct both the E. I. Division and Preschool Division.
- 7-9. **Early Intervention Service Coordinator – Reallocate from Grade 14 to Grade 15**  
This Reclass has been requested in the past. The Early Intervention Coordinators perform similar duties as County Case Workers in other departments. (County Case Workers are Grade 15).
10. **Early Invention Temporary Line – Eliminate**  
Duties absorbed by new proposed Senior Account Clerk.

**Diane Schonfeld**

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**From:** William Orr  
**Sent:** Wednesday, July 08, 2020 1:29 PM  
**To:** Ginny Nacerino; Diane Schonfeld  
**Cc:** MaryEllen Odell; Michael Nesheiwat; Paul Eldridge; William Carlin; Patricia Simone  
**Subject:** Proposed Personnel Changes in the Health Department  
**Attachments:** letter to Legi for 7.14 meeting.pdf; 2020 personnel CHANGES FOR 7.14.20 MEETING.xlsx; Table D Justification for Personnel Changes.docx

Please see the attached letter requesting Personnel changes at the Health Department.

Also attached are Tables A-C reflecting the financial outcomes of these Personnel changes.

Attachment D is a justification for each proposed item.

Thank you,

Bill

William A. Orr, Jr.  
Fiscal Manager  
Putnam County Department of Health  
1 Geneva Road  
Brewster, New York 10509  
Phone: 845-808-1390 ext. 43146  
Fax: 845-808-1916  
Email: [william.orr@putnamcountyny.gov](mailto:william.orr@putnamcountyny.gov)

2020 JUL -8 PM 1:37  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY



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WILLIAM J. CARLIN, Jr. CPA, CPFO  
Commissioner Of Finance



DEPARTMENT OF FINANCE

*Pers. July FyH<sup>14</sup>  
Audit Judy*

ANITA Z. GILBERT  
Chief Deputy Commissioner Of Finance

SHEILA M. BARRETT  
Deputy Commissioner Of Finance

*# 5*

## MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

DATE: July 9, 2020

FROM: William J. Carlin, Jr., Commissioner of Finance *WJC*

SUBJECT: **Overtime/Temporary Help Recap for Audit and Administrative Committee Meeting**

Please include the attached report in the Audit and Administrative Committee and the Personnel Committee Agendas for its next meeting.

Enclosure

2020 JUL -9 PM 2:16  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Overtime Temporary - RECAP - 2020

As of Date: July 9, 2020

Org Description	Org	Object	Project	Acct. Description	2019 Actual	2020 Original Budget	2020 Revised Budget	2020 Actual	2020 Distributed Budget	2020 Available	2020 Percent
DSS - JD and PINS	10612300	51093		OVERTIME	21,013.70	0.00	9,196.00	5,627.37	4,768.30	3,568.63	61.19%
DSS - Family First Transit	10102000	51093	10152	OVERTIME	1,234.64	0.00	5,117.36	3,374.70	2,653.45	1,742.66	65.95%
Health - PH Emergency Preparedness	26401001	51093	10066	OVERTIME	(13.68)	0.00	119,505.00	109,566.19	61,965.56	9,938.81	91.68%
Health - PH Emergency Preparedness	26401001	51094	10066	TEMPORARY	2,200.00	2,500.00	4,676.00	4,569.77	2,424.59	106.23	97.73%
Emergency Services - Dispatch	13398900	51094		TEMPORARY	16,070.10	20,000.00	20,000.00	19,941.12	10,370.37	58.88	99.71%
Health - Early Intervention	10405900	51094		TEMPORARY	4,280.38	14,296.00	14,296.00	15,060.11	7,412.74	(764.11)	105.34%

\*New Departments in Bold.

**Personnel Committee Mtg.  
July 14, 2020  
# 6**

**Item #6 – FYI/ 2020 Accident Report**

**Personnel Committee Mtg.**  
**July 14, 2020**  
**# 7**

**Item #7 – FYI/ 2020 Employee Incident Report**