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

Wednesday 6:00PM September 23, 2020

(Physical Services Committee Mtg Will Immediately Follow)

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Personnel Committee Meeting Minutes – August 13, 2020**
4. **Approval/ Budgetary Amendment (20A052)/ Funding for Estimated Unemployment Costs thru December 31,2020- 50% Reimbursable through CARES Act from 3/13/20 to 12/31/2020/ Commissioner of Finance William Carlin**
5. **Approval/ Fund Transfer (20T192)/ Cover Temp in Youth Bureau for the Remainder of 2020/ Director Youth Bureau Janeen Cunningham**
6. **Approval/ 2020 Reorganization Highways & Facilities Department/ Personnel Officer Paul Eldridge and Highways & Facilities Commissioner Fred Pena**
7. **Approval/ Budgetary Amendment (20A051)/ Reorganization in Highways & Facilities Department/ Highways & Facilities Commissioner Fred Pena**
8. **Approval/ 2020 Reorganization Personnel Department/ Personnel Officer Paul Eldridge**

9. **Approval/ Budgetary Amendment (20T193)/ Reorganization in Personnel Department/ Personnel Officer Paul Eldridge**

10. **FYI/Overtime/ Temporary Report/ Finance Commissioner William Carlin (also copied to Audit Mtg)**

11. **FYI/ 2020 Accident Report**

12. **FYI/ 2020 Employee Incident Report**

13. **Other Business**

14. **Adjournment**

Pers. Sept. mtg 4/24
APPROVE
#3

PERSONNEL COMMITTEE
Held via Audio Webinar Pursuant to Temporary Emergency Orders

Members: Chairman Nacerino and Legislators Jonke & Montgomery

Thursday **August 13, 2020**
(Health, Social, Educational & Environmental Committee Mtg. to Follow)

The meeting was called to order via audio webinar at 6:00pm by Chairwoman Nacerino who requested that Legislator Montgomery lead in the Pledge of Allegiance. Upon roll call Committee Members Jonke, Montgomery and Chairwoman Nacerino were present.

Item #3 – Approval/ Personnel Committee Meeting Minutes – July 14, 2020

The minutes were approved as submitted.

Item #4 - Approval/ Proposed Personnel Changes in Health Department/ Fiscal Manager Health Department William Orr

Chairwoman Nacerino stated on the webinar are Commissioner of Health Dr. Michael Nesheiwat, Director of Environmental Services Shawn Rogan, Fiscal Manager Bill Orr and Personnel Director Paul Eldridge. She stated they will be speaking to the proposed Personnel changes in the Health Department.

Commissioner of Health Dr. Nesheiwat stated the proposed plan will enhance the Department and benefit the people that are served by the Department. He stated additionally it will have a favorable impact on the budget. He stated approximately one (1) year ago the position of Director of Engineering was vacated. He stated since then the Public Health Engineer has taken on the responsibilities of reviewing and approving plans as well as managing the day to day functions of the department. He stated that employee will continue to do those functions. He stated he proposes that an entry level Assistant Public Health Engineer be hired. He stated he will now request that Director of Environmental Services Shawn Rogan speak to the proposed Personnel changes in the Environmental Health Division of the Health Department.

Director of Environmental Services Shawn Rogan stated they are proposing a re-classification of a Director of Engineering position, as Commissioner Nesheiwat explained. He stated the said position is currently a vacant position that was approved in the 2020 Budget. He stated since January 1, 2020 he has been managing all of the environmental health services programs, including engineering. He stated he will continue to manage the administrative functions and as Commissioner Nesheiwat stated the lead Senior Engineer will be doing the day to day operations. He stated it has been determined that the department would be better served by hiring an entry level employee to do the field inspection. He stated as a point of reference since work has re-opened from the shut down caused by COVID-19, there are 50% more septic repair permits to date, since all of 2019. He continued to explain how the department remained fully staffed during the shutdown in order to meet the demands of COVID-19.

He stated that he believes this proposal will not only be beneficial to the department today, he believes it will be very valuable in terms of a succession planning for the future of the department.

Fiscal Manager Bill Orr stated as depicted in the backup provided in Table A, the Environmental Health division proposal would result in a total net savings in 2020 of $71,467. He stated in 2021 the projected net savings with the proposed changes would be $35,503.

Personnel Director Eldridge stated in reference to the Environmental Health proposals, after speaking with Commissioner Nesheiwat and Director Rogan and looking at the fact that another Assistant Public Health Engineer, who is doing outstandingly well, he was convinced this is the best way to go. He stated he believes the overall strength of the Department is going to be increased in terms of offering future options for the County as far as succession planning as Director Rogan mentioned. He stated he fully supports this proposal.

Legislator Jonke stated he has reviewed the proposed changes in personnel and is in agreement with moving forward with the way it is presented.

Legislator Montgomery stated she wanted to confirm this is a proposed hire from within and the individual meets the minimum qualifications. She requested that the qualifications of the Assistant Public Health Engineer position be stated.

Director of Environmental Services Shawn Rogan provided clarification that the current funded position in the budget is the Director of Engineering. He explained that is the position they are proposing be re-classified to an entry level position. He stated they do not believe the high-level position is needed. He stated what is needed is an entry level "boots on the ground' so to speak. He stated the requirements, he did not have them in front of him, but believes either a master's in engineering, or a bachelor's degree in engineering with a year experience or a Professional Engineer License.

Legislator Montgomery stated the qualifications do not sound like what someone would imagine would be an entry level position.

Director of Environmental Services Shawn Rogan stated that position is considered entry level for that career path. He stated it is a very technical position. He stated again this proposal is part of the succession plan.

Legislator Montgomery questioned if there is anything in a union contract or job description that would prohibit the Supervising Public Health Engineer from going out to the field.

Director of Environmental Services Shawn Rogan stated no, and it is encouraged. He stated the Senior Engineers go out on the more complex jobs such as commercial developments or subdivisions. He stated as the more entry level hires develop their

skills, they will take on higher level work. He stated there is a lot of work in the Engineering Department of the County beyond approving septic systems.

Legislator Albano stated that he is in favor of this proposal. He stated that the Engineering part of the Health Department is crucial.

Commissioner of Health Dr. Nesheiwat stated on July 24, 2020 the position Supervisor of Health Educator was vacated. He stated since then they have disseminated the responsibilities of that position among the Health Education team members. He stated there have been many regular meetings with the Health Education team to ensure the continuity of services, which has been working out very well. He stated they are proposing a 21 hour a week part-time Epidemiologist position. He stated he did confer with some of his colleagues who informed him that they have a pool of well-trained Epidemiologists who would be available to work for the Putnam County's Department of Health. He stated in the meantime a Health Department Employee who is trained will be the Public Information Officer (PIO). He stated also the Public Health Emergency Preparedness Program (PHEPP) is being overseen by an employee in the County who is a trained Epidemiologist, who has agreed to assist the County until an Epidemiologist is secured to fill the position. He stated they need the Legislature's support.

Fiscal Manager Orr provided the corresponding financials to the proposed changes in Personnel in the Health Department.

Personnel Director Eldridge stated there is already an Epidemiologist on staff who will be filling the void.

Commissioner Nesheiwat stated the continuity of care and services from the County's Health Department has not been interrupted at all. He stated the teamwork in the Health Department is outstanding. He stated we do need the Legislature's support in order to move forward.

Legislator Montgomery stated she does not recall ever not giving the Health Department what they have petitioned the Legislature for. She stated, last fall when the Health Department reorganized, there was very little question and it was approved. She stated she is aware that there is a qualified Epidemiologist on staff. She stated she did raise the concern that the employee who was the Public Health Supervisor and the Epidemiologist was being asked to do too much, especially during the time of a pandemic. She stated when she raised her concerns there was nothing done. She stated but she sees it is being addressed now, and she is grateful for that. She stated the person who has been referenced as an Epidemiologist who will fill in until someone is hired, has a full-time position, which she believes her salary is funded through a Preparedness Grant. She stated the position this person has in the PHEPP is very important, there have been many events the County Health Department has had to prepare for. She stated she believes at this time the county could use a full-time Epidemiologist. She stated that she believes a full-time Epidemiologist would be able to collect the data needed and be prepared for the next wave of this. She stated she is glad the County has this qualified employee right now and she will support the hiring of

a part-time Epidemiologist. She stated for the record she believes the County needs a full-time Epidemiologist.

Legislator Sullivan stated he would like to thank Commissioner Nesheiwat, Manager Orr and Director Rogan for their work on this. He stated he would like them to know that they have our full support. He stated we see the great jobs they are doing for the people of Putnam County day after day. He stated they have showed their ability to be flexible with their staffing while remaining efficient. He stated it is not our job as Legislators to tell Commissioner Nesheiwat, a medical doctor, how to run the Health Department. He stated the Legislature is here to provide guidance and ask questions. He stated Commissioner Nesheiwat is the medical expert. He stated that he completely trusts Commissioner Nesheiwat. He stated he and his team have been doing a terrific job through this time of dealing with a pandemic. He stated to question Commissioner Nesheiwat from a Legislator's perspective really confounds him as to why anyone would do that. He stated the Legislators are here to listen, to approve, to trust and to verify. He stated he would also like to thank Personnel Director Eldridge for all that his officehas been doing.

Chairwoman Nacerino stated in her opinion the experts in the Health Department are the ones that can make the assessments needed to determine what is needed not only in terms of the Department, but for the overall greater good of the people in Putnam County. She stated everyone is certainly entitled to their opinion. She stated she echoes Legislator Sullivan's comments.

Legislator Addonizio she stated that she supports this proposal and thanked Commissioner Nesheiwat, Director Rogan and Manager Orr for their hard work and all that they are doing in the Health Department.

Chairwoman Nacerino made a motion to Approve the Proposed Personnel Changes in Health Department; Seconded by Legislator Jonke. All in favor.

Roll Call Vote:
3 – Ayes

Item #5 - FYI/ Overtime/ Temporary Report/ Finance Commissioner William Carlin
(also copied to Audit Mtg)

Chairwoman Nacerino stated there are not many differences from last month's report. She provided a quick overview of the report.

Item #6 - FYI/ 2020 Accident Report – Duly Noted

Item #7 - FYI/ 2020 Employee Incident Report – Duly Noted

Item #8 - Other Business

Chairwoman Nacerino made a motion to Waive the Rules and accept the Other Business; Seconded by Legislator Jonke. All in favor.

a. **Approval/ Fund Transfer (20T143)/ Cover Dispatch Temporary Line/ Bureau of Emergency Services Commissioner Kenneth Clair (also went to 8/11/20 Protective Svcs Mtg)**

Chairwoman Nacerino explained that this item was also addressed at the August 11th Protective Services Meeting. She stated this is from Bureau of Emergency Services Commissioner Clair. She stated this request comes as a result of the passing of an employee, the resignation of another all coupled with the demands of COVID-19 and the necessity to keep the department working efficiently and effectively.

Chairwoman Nacerino made a motion to approve Fund Transfer (20T143)/ Cover Dispatch Temporary Line; Seconded by Legislator Jonke. All in favor.

Item #9 - Adjournment

There being no further business at 6:40 PM Chairman Nacerino made a motion to adjourn; Seconded by Legislator Jonke. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

THE PUTNAM COUNTY LEGISLATURE
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REVISED
AGENDA
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TO BE HELD VIA AUDIO WEBINAR
PURSUANT TO TEMPORARY EMERGENCY ORDERS

Members: Chairwoman Nacerino, Legislators Jonke & Montgomery

Thursday 6:00 PM August 13, 2020
(Health, Social, Educational & Environmental Committee Mtg will Immediately Follow)

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Personnel Committee Meeting Minutes – July 14, 2020**
4. **Approval/ Proposed Personnel Changes in Health Department/ Fiscal Manager Health Department 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**
   a. **Approval/ Fund Transfer (20T143)/ Cover Dispatch Temporary Line/ Bureau of Emergency Services Kenneth Clair (also went to 8/11/20 Protective Svcs Mtg)**
9. **Adjournment**

cc: all
Pers 9/21/20
A+A

Res O

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

Approve
#4

DEPARTMENT OF FINANCE

MEMORANDUM

2020 SEP 14 AM 11:50
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance WJC

Re: Budgetary Amendment - **20A052**

Date: September 14, 2020

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

Increase estimated appropriations:

10905000 58050	Unemployment Insurance	170,000

Increase estimated revenues:

10905000 440890	Federal Aid - CARES act - Unemp Ins	96,000

Decrease estimated appropriations:

10199000 54980	Contingency	74,000

Fiscal Impact - 2020 - $ 74,000
Fiscal Impact - 2021 - $ 0

This Resolution is required to fund estimated unemployment costs thru December 31. These costs, as indicated in the attached NYS Department of Labor Notice, are 50% reimbursable through the CARES Act from 3/13/20 - 12/31/20.

Please forward to the appropriate committee.

Approved:

MaryEllen Odell
County Executive

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WE ARE YOUR DOL

Department of Labor

Andrew M. Cuomo, Governor
Roberta L. Reardon, Commissioner

Notice to Reimbursable Employers

As we navigate these unprecedent times, we are committed to providing the most up-to-date information to New York state's employment community to support the challenges we now face and will overcome.

The new CARES Act helps New York's reimbursable employers and their workers.

Here are the facts:

- Workers who are eligible for benefits will get an extra **$600 per week** through July 31 with no additional cost to you.
- For all unemployment benefits paid from March 13, 2020 through December 31, 2020, the federal government will pay **50% of your cost**.

Also, through December 31, 2020, the federal government will pay **100% of the costs** for benefits paid to qualified, full-time employees under a **Shared Work** plan. Shared Work is a program which gives reimbursing and contributory employers an alternative to laying off their workforce. Employees can receive partial Unemployment Insurance benefits while working reduced hours. For information about the Shared Work Program or to apply, visit our website at https://labor.ny.gov/ui/employerinfo/shared-work-program.shtm.

As this law is new, we will share with you further details on how or when the reimbursements will be applied as soon as the federal government communicates the details to us. Please continue to check our website www.labor.ny.gov in the coming weeks for more details.

***Please Note:** Due to the delay in receiving the enclosed billing notice, we have extended the payment due date to May 31st.

cc: all
Pers 9/24/20
A+A

Reso
Approval
#5

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: William J. Carlin, Jr.

DEPT: Finance

DATE: September 17, 2020

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10731000.51000. 10114 (13103)	10731000.51094	$7,000.00	Cover Temp for 2020 remaining
Youth Bureau-mentoring	Youth Bureau -temporary		

(Personnel Line)

2020 SEP 17 AM 11:18
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2020_ Fiscal Impact $ 0

2021_ Fiscal Impact $ 0

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

Date Commissioner of Finance/Designee: Initiated by: $0 - $5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration: $5,000.01 - $10,000.00

Date Chairperson Audit /Designee: $0 - $10,000.00

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

20T192

From: Janeen Cunningham
Sent: Thursday, September 10, 2020 11:33 AM
To: William Carlin
Cc: Joseph DeMarzo
Subject: Youth Bureau temp line

Hi Bill

Here is an estimate for a part-time position to cover the programs for the remainder of the year. If they get paid $20.00 an hour for 25 hours a week, working 14 weeks.

We would need $7,000 in the temp line.

Thanks so much for your help. I look forward to hearing from you.

Janeen

20T192

from 1073100C 31050, 13103
1073100C 10114

20T192

cc: all Pers. 9/24

ADRIENE IASONI
Deputy Personnel Officer

PAUL ELDRIDGE
Personnel Officer

SUSAN O'ROURKE
Senior Coordinator of Examinations & Transactions

Approval #6

M·E·M·O·R·A·N·D·U·M

2020 SEP 17 PM 4:09
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Diane Schonfeld, Clerk of the Legislature

FROM: Paul Eldridge, Personnel Officer

DATE: September 17, 2020

SUBJECT: Highway & Facilities Personnel Services 2020

Over the last several months, I and/or a staff member in Personnel have been meeting with Highway & Facilities Commissioner Fred Pena and/or Deputy John Tully relative to the personnel needs in their department. Much of the reason for our meetings is a direct result of the significant number of departures, including retirements of key staff members over the last 18 plus months. However, out of change such as this, comes opportunities to reevaluate needs, departmental structure and personnel.

As a result of these transitional changes, we have been mutually working to reposition departmental staff into the most appropriate titles to effectively and efficiently accomplish departmental goals. Attached please find a listing of changes currently being proposed.

The need for changes such as these was anticipated in the development of the 2020 budget last year. I requested that the Finance Committee set aside $75,000 in the sub contingency account for this exact purpose. If approved, these requested changes will account for $20,824 of the $75,000 previously set aside in the 2020 budget.

All changes have been developed within civil service law, rules and regulations as well as applicable contract provisions. We have also received the support of the County Executive for this plan and proposed changes.

Due to the urgent need to have the appropriate structure and personnel in place as soon as possible, these changes are being requested to allow us to move forward now.

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

Commissioner Pena, Deputy Tully and I will be available for the Personnel Committee meeting on September 23rd to answer any questions relative to these changes. Thank you.

Very truly yours,

Paul Eldridge

Paul Eldridge

Personnel Officer

attachment

cc: MaryEllen Odell, County Executive

William Carlin, Commissioner of Finance

Fred Pena, Commissioner of Highway & Facilities

John Tully, Deputy Commissioner of Highway & Facilities

FUNDS NEEDED FOR 2020 RESTRUCTURING

Position Number	Group/BU	Position Description	EFFECTIVE DATE	CURRENT 2020 Adopted	NEW SALARY 2020	REVISED 2020 BUDGET	2020 TRANSFER	2020 FICA TRANS
2020								
149010103	CSEA	TYPIST/RECEPTIONIST 149010116	3/31/2020-12/31/2020	51,548	55,138	52,920	1,372	105
149010108	CSEA	JR ACCOUNTANT/ACCOUNTANT 149010125	3/31/2020-12/31/2020	74,566	78,188	77,303	2,737	209
149010112	CSEA	PRINCIPAL ACCT CLERK/ASSOCIATE ACCOUNT CLERK 149010126	3/31/2020-12/31/2020	71,361	74,736	73,912	2,551	195
711010105	CSEA	LABORER/FARM ASSISTANT(GRADE 8 STEP 4) 711010113	3/31/2020-12/31/2020	47,196	51,167	50,197	3,001	230
511010135	CSEA	RMEOI /PROJECT MANAGER	10/1/2020-12/31/2020	54,565	70,000	58,453	3,888	297
149010127	PUMA	Move current portion of salary 511010135 to new position number	10/1/2020-12/31/2020				-	-
511110103	CSEA	MASTER MECHANIC I/MASTER MECHANIC II 511110123	10/1/2020-12/31/2020	94,837	99,667	96,054	1,217	93
511110119	CSEA	MAINTENANCE PLUMBER/MAINT PLUMBER II 511110124	10/1/2020-12/31/2020	74,401	78,068	75,325	924	71
511010115	CSEA	CONSTR EQUIP OPER/CEO III 511010148	10/1/2020-12/31/2020	71,361	78,581	73,180	1,819	139
511010128	CSEA	RMEO II/TREE MEO I 511010149	10/1/2020-12/31/2020	59,315	61,644	59,902	587	45
513010102	CSEA	CHIEF MECHANIC/CHIEF MECHANIC II 513010113	10/1/2020-12/31/2020	94,745	99,702	95,993	1,248	95
		TOTAL		693,895		713,239	19,344	1,480

TOTAL AMOUNT NEEDED 20,824

cc: all
Pers. 9/24/20
A+A

Reso

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

Approve #7

DEPARTMENT OF FINANCE

MEMORANDUM

2020 SEP 18 AM 10:50
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance WJC

Re: Budgetary Amendment - **20A051**

Date: September 18, 2020

At the request of the Commissioner of Highways & Facilities, the following budgetary transfer is required.

General Fund:

Increase estimated appropriations:

10149000 51000 (10116)	Personnel Services	Receptionist	1,372
10149000 51000 (10125)	Personnel Services	Accountant	2,737
10149000 51000 (10126)	Personnel Services	Associate Account Clerk	2,551
10149000 51000 (10127)	Personnel Services	Project manager	17,634
10511100 51000 (10123)	Personnel Services	Master Mechanic II	1,217
10511100 51000 (10124)	Personnel Services	maintenance Plumber II	924
10711000 51000 (10113)	Personnel Services	Farm Assistant	2,999
10149000 58002	FICA		1,859
10511100 58002	FICA		164
10711000 58002	FICA		229
10990100 59055	Transfer to Road Machinery Fund		1,343
			33,029

Decrease Estimated Appropriations:

10199000 54982	Subcontingency - Salaries	20,824

Increase estimated revenues:

10131000 428551	Transfer From County Road Fund	12,205

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County Road Fund

Increase estimated appropriations:

10511000 51000 (10148)	Personnel Services	Lead CEO	1,819
10511000 51000 (10149)	Personnel Services	Tree MEO I	587
10511000 58002	FICA		482
02990100 59030	Transfer to General Fund		12,205
			15,093

Decrease estimated appropriations:

10511000 51000 (10135)	Personnel Services	RMEO II	13,745
10511000 58002	FICA		1,348
			15,093

Road Machinery Fund

Increase estimated appropriations:

10513000 51000 (10113)	Personnel Services	Chief Mechanic II	1,248
10513000 58002	FICA		95
			1,343

Increase estimated revenues:

10513000 428601	Transfer from General Fund	1,343

Fiscal Impact - 2020 - $ 0
Fiscal Impact - 2021 - $ 0

This Resolution is required to provide for the funding for the Highway & Facilities Dept. reorganization as discussed at the September 23, 2020 personnel committee meeting.

Please forward to the appropriate committee.

Approved:

MaryEllen Odell
County Executive

cc: all
Pers. 9/24/20

ADRIENE IASONI
Deputy Personnel Officer

PAUL ELDRIDGE
Personnel Officer

SUSAN O'ROURKE
Senior Coordinator of Examinations & Transactions

APPROVE
#8

M·E·M·O·R·A·N·D·U·M

2020 SEP 18 AM 10:47
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Diane Schonfeld, Clerk of the Legislature

FROM: Paul Eldridge, Personnel Officer

DATE: September 17, 2020

SUBJECT: Personnel Restructuring 2020

Our department has recently experienced the highest turnover of staff in my 40 plus years in the Personnel Department. Four staff members out of ten budgeted positions have left over the past 14 months for various reasons. In addition, I have 2 other staff members who will require medical leaves for six to eight weeks over the next three-month period. We will literally be down to four experienced staff members during this upcoming period. The loss of experienced staff combined with an inability to conduct civil service examinations during the COVID-19 pandemic has hindered our progress in filling these vacancies.

While losing valued staff, the demands on the remaining staff members has increased significantly, exacerbated by the COVID-19 pandemic. Several new laws, procedures and protocols have been implemented due to COVID-19 and our department is involved in many of these new requirements.

I respectfully request that the attached changes be considered and approved so that we can be positioned to meet the many demands placed on us in a timely, effective manner.

Please place this as an agenda item for the Personnel Committee meeting on September 23, 2020. I will be available to provide greater detail and to answer any questions members of the Legislature may have regarding this request. Thank you.

Very truly yours,

Paul Eldridge

Paul Eldridge
Personnel Officer

Attachments
cc: MaryEllen Odell, County Executive
William Carlin, Commissioner of Finance

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

2021 PERSONNEL SERVICES

Pay Position	Last Name	First Name	Group/BU	Pay Position Desc	Hire Date	2020 Adopted	Current Salary	2021 Requested	2021 Tentative
10143000	**PERSONNEL**								
143010101			MGMT	PERSONNEL OFFICER	04/01/1977	138,487.00	138,487.00	141,776.00	
143010103			PUMA	PR PERSONNEL SPEC	06/21/2004	78,993.00	78,993.00	80,869.00	
143010104			PUMA	SR COORD EXAMS&TRANS	02/25/1974	102,282.00	102,281.00	104,710.00	
143010105			MGMT	CONF SECRETARY	05/15/2006	55,202.00	-	56,514.00	
143010107			CSEA	PERSONNEL ASSISTANT	11/25/2004	67,963.00	67,962.51	69,322.00	
143010110	VACANT		PUMA	SR PERSONNEL SPEC		62,730.00	-	62,730.00	
143010111			MGMT	DEPUTY PERSONNEL OFFICER	01/05/2004	80,000.00	80,000.00	81,900.00	
143010112			PUMA	PERSONNEL SPECIALIST (TRAINEE)	09/14/2020	50,000.00	-	50,000.00	
143010113	PROPOSED		CSEA	PERSONNEL ASSISTANT		-	-	57,585.00	
143010114	VACANT		CSEA	OFFICE ASSISTANT		46,018.00	-	38,922.00	
143010115	VACANT		CSEA	PR OFFICE ASSISTANT		62,281.00	62,280.75	-	
143010905	**PROPOSED**		**MGMT**	**SALARY ADJUSTMENT**		-	-	**6,833.00**	
143010907	**PROPOSED**		**CSEA**	**RECLASS TO SR PERSONNEL ASSISTANT**		-	-	**3,279.00**	
143010912	**PROPOSED**		**PUMA**	**SALARY ADJUSTMENT - effective 9/14/2021**		-	-	**757.00**	
						743,956.00	**530,004.26**	**755,197.00**	
10200000	**ETHICS BOARD**								
143010105	VACANT		MGMT	CONF SECRETARY		2,300.00	0.00	2,355.00	
						2,300.00	-	**2,355.00**	-

2020 Personnel Department Restructuring Savings

1/1-7/31		33,579.41	Paid
	143010105	7,088.18	Vac Payout
		40,667.59	
		57,502.00	Budgeted
		16,834.41	
		16,550.89	
		283.52	Savings
	143010110	28,252.44	1/1 - 6/12
		62,730.00	Budgeted
		34,477.56	
		15,802.21	10/1 new
		18,675.34	Savings
	143010111	36,030.53	vacant 1/1-6/15
		36,030.53	Savings
	143010112	34,923.66	vacant 1/1 - 9/14
		34,923.66	Savings
	143010114	33,020.55	1/1-9/18
		3,255.63	Vac Payout
		36,276.18	
		9,612.57	Grade 5/1 new
		45,888.75	
		46,018.00	Budgeted
		129.25	Savings
	143010115	46,591.89	1/1-9/30
	143010113	14,221.74	10/1 - 12/31
		60,813.63	
		62,281.00	Budgeted
		1,467.37	Savings
		91,509.68	Net Savings

cc: all Pers. 9/24 A+A

Rec'd

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance

APPROVE

#9

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance WJC

Re: Budgetary Amendment - **20T193**

Date: September 18, 2020

2020 SEP 18 AM 10:50
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Director of Personnel, the following budgetary transfer is required.

General Fund:

Increase estimated appropriations:

10143000 51000 (10113)	Personnel Services	Personnel Assistant	15,689

Decrease Estimated Appropriations:

10143000 51000 (10115)	Personnel Services	Principle Office Assistant	15,689

This Resolution is required to provide for the funding for the Personnel Dept. reorganization as discussed at the September 23, 2020 personnel committee meeting.

Please forward to the appropriate committee.

Approved:

MaryEllen Odell
County Executive

40 GLENEIDA AVENUE ~ CARMEL, NEW YORK 10512 ~ *Tel.* (845) 808 - 1075 ~ *Fax* (845) 808 - 1910

cc All Pers Audit 9/23 FYI #10

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

ANITA Z. GILBERT
Chief Deputy Commissioner Of Finance

SHEILA M. BARRETT
Deputy Commissioner Of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

2020 SEP -9 PM 1:25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk

DATE: September 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

40 GLENEIDA AVENUE ~ CARMEL, NEW YORK 10512 ~ *Tel* (845) 808 - 1075 ~ *Fax* (845) 808 - 1910

Overtime Temporary - RECAP - 2020

As of Date: September 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
Emergency Services - Dispatch	**13398900**	**51093**		**OVERTIME**	**112,698.71**	**120,000.00**	**120,000.00**	**93,921.96**	**80,000.00**	**26,078.04**	**78.27%**
Emergency Services - Dispatch	13398900	51094		TEMPORARY	16,070.10	20,000.00	20,000.00	30,262.33	13,333.33	(10,262.33)	151.31%
Health - Administration	**10401000**	**51094**		**TEMPORARY**	**48,918.26**	**24,249.00**	**20,585.00**	**14,516.98**	**13,723.33**	**6,068.02**	**70.52%**
Health - Early Intervention	10405900	51093		OVERTIME	4,221.75	9,000.00	6,000.00	4,564.90	4,000.00	1,435.10	76.08%
Health - Early Intervention	10405900	51094		TEMPORARY	4,280.38	14,296.00	18,296.00	17,607.33	12,197.33	688.67	96.24%
Health - Environmental Health	12401000	51094		TEMPORARY	19,468.23	23,049.00	23,049.00	19,412.73	15,366.00	3,636.27	84.22%
Health - PH Emergency Preparedness	26401001	51093	10066	OVERTIME	(13.68)	0.00	119,505.00	115,482.00	79,670.00	4,023.00	96.63%
Health - PH Emergency Preparedness	26401001	51094	10066	TEMPORARY	2,200.00	2,500.00	8,082.10	7,991.99	5,388.07	90.11	98.89%
Highway - Roads & Bridges	**10511000**	**51094**		**TEMPORARY**	**7,882.50**	**15,000.00**	**15,000.00**	**10,726.75**	**10,000.00**	**4,273.25**	**71.51%**
Highway - Roads & Bridges	**10511000**	**51093**		**OVERTIME**	**63,940.92**	**50,000.00**	**50,000.00**	**62,111.72**	**33,333.33**	**(12,111.72)**	**124.22%**
Sheriff - ERT Callouts	17311000	51093	10102	OVERTIME	74,508.37	55,000.00	55,000.00	43,146.23	36,666.67	11,853.77	78.45%
Sheriff - Marine Patrol	17003000	51093		OVERTIME	68,569.29	65,000.00	65,000.00	55,903.93	43,333.33	9,096.07	86.01%
Transportation - PART	**95630000**	**51094**		**TEMPORARY**	**31,725.00**	**32,760.00**	**32,760.00**	**23,850.00**	**21,840.00**	**8,910.00**	**72.80%**

***New Departments in Bold.**

Personnel Committee Mtg.
September 23, 2020
 # 11

<u>Item #11</u> – FYI/ 2020 Accident Report

Personnel Committee Mtg.
September 23, 2020
 # 12

<u>Item #12</u> – FYI/ 2020 Employee Incident Report