



ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Timothy Julian
Minority Leader

EXPEDITED COMMUNICATIONS FOR DISTRIBUTION FOR THE May 11, 2022 MEETING

(Correspondence relating to upcoming legislation, appointments, petitions, etc.)

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ONEIDA COUNTY
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.
County Executive
ce@ocgov.net

April 25, 2022

FN 20 22-166

Gerald Fiorini, Chairman
Board of Legislators
Oneida County
800 Park Avenue
Utica, NY 13501

AIRPORT

WAYS & MEANS

Dear Chairman:

The Board of Legislators voted to establish Capital Project H-623, Griffiss Triangle Development on July 14, 2021, with resolution number 173. Plans have been moving right along with the development of the Triangle parcel located at Griffiss International Airport. It is time to move into the second stage of the development.

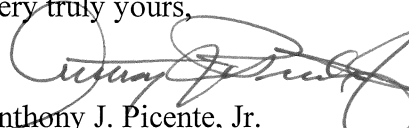
Moving into the second phase of development also requires funding. I propose to use some of the American Recovery Act Funds to fund this second phase.

I therefore request your Board's approval to amendment to **Capital Project H-623 Griffiss – Triangle Development:**

	<u>Current</u>	<u>Change</u>	<u>Proposed</u>
Transfer From General	\$ 175,000	\$	\$ 175,000
Transfer From ARA	\$ <u>00</u>	\$ <u>693,500</u>	\$ <u>693,500</u>
Totals	\$ <u>175,000</u>	\$ <u>693,500</u>	\$ <u>868,500</u>

Thank you for kind attention to this request.

Very truly yours,


Anthony J. Picente, Jr.
County Executive

CC: Comptroller
County Attorney
Budget
Airport Comm



ONEIDA COUNTY
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.
County Executive
ce@ocgov.net

April 25, 2022

FN 20 22-167

Gerald Fiorini, Chairman
Board of Legislators
Oneida County
800 Park Avenue
Utica, NY 13501

PUBLIC SAFETY

WAYS & MEANS

Dear Chairman:

On December 22, 2021, your Board of Legislators approved the FY2021 Grant from New York State through its Division of Homeland Security and Emergency Services to purchase mobile data equipment and vehicle location software. This equipment is to aid in preventing terrorist attacks and protect the people of New York. In order to spend these funds, it is necessary to create Capital Account.

I therefore request your Board's approval for the following:

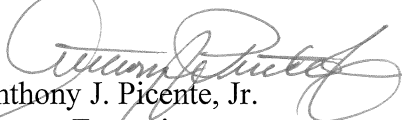
A.) Establishment of **Capital Project H-647 Sheriff – SLETPP FY21**

B.) Funding for Capital Project H-647 is as follows:

H- 647 – 4597 – SLETPP FY21 Grant56,526.00

Thank you for kind attention to this request.

Very truly yours,


Anthony J. Picente, Jr.
County Executive

CC: Comptroller
County Attorney
Sheriff

ONEIDA COUNTY BOARD OF LEGISLATORS

RESOLUTION NO. 306

**INTRODUCED BY: Messrs. Flisnik, D'Onofrio
2ND BY: Mr. Joseph**

RE: APPROVAL OF A GRANT AGREEMENT BETWEEN ONEIDA COUNTY, THROUGH ITS SHERIFF'S OFFICE, AND NEW YORK STATE, THROUGH ITS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

WHEREAS, This Board is in receipt of a Grant Agreement between Oneida County, through its Sheriff's Office, and New York State, through its Division of Homeland Security and Emergency Services, in the sum of \$56,526.00, to be used to purchase mobile data equipment and vehicle location software to prevent terrorist attacks and protect the people of New York, as well as our critical infrastructure and key resources and to prepare to respond to and recover from terrorist attacks, and

WHEREAS, In accordance with Oneida County Charter Section 2202, said Grant Agreement must be approved by the Oneida County Board of Legislators, now, therefore, be it hereby

RESOLVED, That Oneida County Executive, Anthony J. Picente, Jr., is hereby authorized to execute any and all documents related to a Grant Agreement between Oneida County, through its Sheriff's Office, and New York State, through its Division of Homeland Security and Emergency Services, in the sum of \$56,526.00 for a term commencing October 1, 2021 and ending September 30, 2024.

APPROVED: Public Safety Committee (December 21, 2021)
 Ways and Means Committee (December 22, 2021)

DATED: December 22, 2021

Adopted by the following vote:
AYES 22 NAYS 0 ABSENT 1 (Mr. Sacco)

H647 - Expense
 H647-3597 Revenue

FISCAL COST REPORT

1. Grantee: **Oneida County** 2. Contract No: **C835011**
 3. Implementing Agency: **Oneida County Sheriff's Office** 4. FCR #: **1** Final Report: Yes No
 5. DHSES No: **WM21835011** 6. Program Title: **FY21-SLETPP**
 7. Contract Period: **09/01/2021-08/31/2024** 8. Contract Amount: **\$56,526.00**
 9. Report Period: **October-December-2021** 10. Report Date: **1/27/2022**

11. SUMMARY SCHEDULE

CATEGORY	A. Approved Project Budget		B. Previous Cumulative Expenditures		C. Expenditures for this Reporting Period		D. Current Cumulative Expenditures	
	DHSES	MATCH	DHSES	MATCH	DHSES	MATCH	DHSES	MATCH
A. PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B. FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C. CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D. EQUIPMENT	\$34,026.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E. SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F. TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G. RENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
H. ALT. & RENOVATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I. ALL OTHER	\$22,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$56,526.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

12. CASH REQUEST

I certify that this report, schedule, and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State Rules and Regulations governing the pertinent grants and that: 1) the goods, services and costs listed are necessary for and are to be used solely for the purpose specified in the contract for this project and; 2) these costs being reimbursed are not duplicative of expenditures claimed on any other grants or other sources of available funding. Also, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

GRANTEE: Neil F. Larrivee (Signature) 1/27/22 (Date)
 Lieutenant Neil Larrivee (Title)
 (315) 765-2712 (Phone Number)

FISCAL OFFICER: [Signature] (Signature) 1/27/22 (Date)
 Sheriff Robert Maciol (Title)
 (315) 765-2200 (Phone Number)

FCR APPROVED BY PROGRAM REPRESENTATIVE: _____ (Signature) _____ (Date)

DHSES FISCAL OFFICE: Approved Rejected _____ (Signature) _____ (Date)



ONEIDA COUNTY
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.
County Executive
ce@ocgov.net

April 25, 2022

Gerald Fiorini, Chairman
Board of Legislators
Oneida County
800 Park Avenue
Utica, NY 13501

EN 20 22-168

PUBLIC SAFETY

WAYS & MEANS

Dear Chairman:

On December 22, 2021, your Board of Legislators approved the FY2020 Emergency Management Performance Grant from the New York State Division of Homeland Security and Emergency Services. This Grant in the amount of \$91,466.00 is to be used to assist in the personnel operations of the Department of Emergency and the purchase of a replacement radios and other necessary equipment.

In order to spend these funds, it is necessary to do a supplemental appropriation.

I therefore request your Board's approval for the following 2022 supplemental appropriation:

TO:

A3020.295 Emergency Services – Other Equipment.....\$51,466.00

This supplemental appropriation will be fully supported by:

A4304 – Emergency Services – Federal Aid – Emergency Mgmt.....\$51,466.00

Thank you for kind attention to this request.

Very truly yours,

Anthony J. Picente, Jr.
County Executive



CC: Comptroller
County Attorney
Director of Emergency Services



ONEIDA COUNTY
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.
County Executive
ce@ocgov.net

April 25, 2022

Gerald Fiorini, Chairman
Board of Legislators
Oneida County
800 Park Avenue
Utica, NY 13501

FN 20 22-169

PUBLIC SAFETY

Dear Chairman:

WAYS & MEANS

On January 12, 2022, your Board of Legislators approved the FY2021 Emergency Management Performance Grant from the New York State Division of Homeland Security and Emergency Services. This Grant in the amount of \$90,747.00 is to be used to assist in the personnel operations of the Department of Emergency and the purchase of a replacement radios and other necessary equipment.

In order to spend these funds, it is necessary to do a supplemental appropriation.

I therefore request your Board's approval for the following **2022** supplemental appropriation:

TO:

A3020.295 Emergency Services – Other Equipment.....\$49,000.00

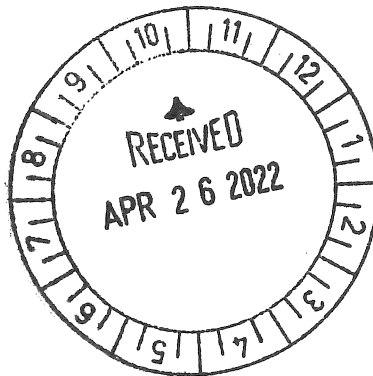
This supplemental appropriation will be fully supported by:

A4304 – Emergency Services – Federal Aid – Emergency Mgmt.....\$49,000.00

Thank you for kind attention to this request.

Very truly yours,

Anthony J. Picente, Jr.
County Executive



CC: Comptroller
County Attorney
Dir. of Emergency Services



ONEIDA COUNTY
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.
County Executive
ce@ocgov.net

April 29, 2022

Gerald Fiorini, Chairman
Board of Legislators
Oneida County
800 Park Avenue
Utica, NY 13501

FN 20 22-170

PUBLIC WORKS

WAYS & MEANS

Dear Chairman:

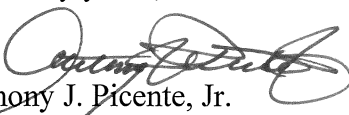
In the budget process the Board of Legislators voted to increase Capital Project H-614, DPW Consolidated County Road Phase V using estimates available at that time. Since then, the New York State Legislators approved the New York State Budget which included an increase in the Consolidated Local Street and Highway Improvement Program (CHIPS). This increase in CHIPS aid make it necessary to amend Capital Project H-614 in order to spend this additional funding.

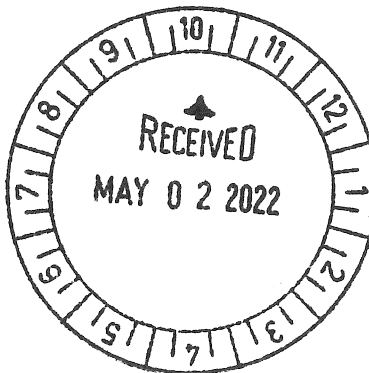
I therefore request your Board's approval to amendment to **Capital Project H-614 DPW – Consolidated County Road Phase V:**

	<u>Current</u>	<u>Change</u>	<u>Proposed</u>
H614 – 2770 - Misc. Rev	\$ 1,000,000	\$	\$ 1,000,000
H614 – 3597 – NYS Chips	\$ 7,100,000	\$ 920,000	\$ 8,020,000
H614 – 5710 – Bonding	\$ 9,250,000	\$	\$ 9,250,000
Totals	<u>\$17,350,000</u>	<u>\$ 920,000</u>	<u>\$18,270,000</u>

Thank you for kind attention to this request.

Very truly yours,


Anthony J. Picente, Jr.
County Executive



CC: Comptroller
County Attorney
Budget
DPW Comm

FN 20 22-171

April 28, 2022

WAYS & MEANS

Oneida County Board of Legislators
Mr. Gerald Fiorini, Chairman
800 Park Ave.
Utica, NY 13501

Dear Mr. Fiorini:

We have recently learned that NYS Dept. of Health is urging Towns and Villages to consolidate their Vital Statistics Registration Districts. Therefore the Village of Oneida Castle, Registration district 3233, has asked the Town of Vernon, Registration District, 3270, to consolidate the services of the Village with the Town of Vernon.

A resolution was passed by the Town of Vernon to do this on February 7, 2022 and by the Village of Oneida Castle on March 7, 2022.

I am requesting a resolution from the Oneida County Board of Legislators supporting this consolidation. Upon approval and receipt of your resolution, I will forward all to the NYS Dept. of Health.

Thank you for your attention to this matter. Feel free to contact me with any questions you may have at 315 363-0368.

Respectfully,

Jean Canada
Oneida Castle, Clerk

Town of Vernon
PO Box 643, 4305 Peterboro Rd.
Vernon, NY 13476-0643
www.townofvernon.com
TDD 711

STATE OF NEW YORK)
COUNTY OF ONEIDA)
TOWN OF VERNON)

RESOLUTION
No. 2 for 2022

RESOLUTION

WHEREAS, Town of Vernon, has been assigned by New York State as Vital Statistics Registration District 3270, and the Village of Oneida Castle has been assigned by New York State as Vital Statistics Registration District 3233; and

WHEREAS, the Town Clerk has requested the approval of the Town Board to formally consolidate the Town and Village into one primary registration district, namely the District of the Town of Vernon under Vital Statistics Registration District 3270; and

WHEREAS, the formal consolidation of the Registration districts would benefit the public by eliminating questions as to which district records should be filed and not result in the loss of services to either municipality,

NOW THEREFORE, BE IT RESOLVED by Town of Vernon Council that Town of Vernon adopts the resolution consolidating the Town and Village Registrar functions under the Town's registration number (Vital Registration District 3270), pending necessary approvals of all other required entities, including Village of Oneida Castle, Oneida County and New York State Department of Health.

This Resolution has received the affirmative vote of at least a majority of the Board of the Town of Vernon, as shown below and such resolution is hereby approved.

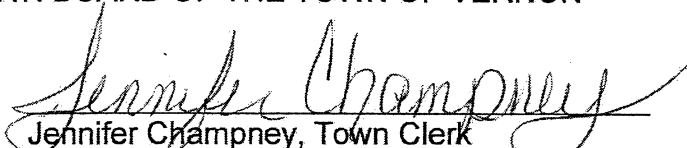
Board Member Myron Thurston moved to adopt this Resolution

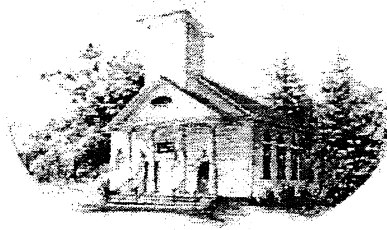
Board Member John Peters seconded the Motion.

Motion carried with 5 Ayes 0 No

The Resolution was thereupon declared duly adopted the 7th day of February, 2022.

BY ORDER OF THE TOWN BOARD OF THE TOWN OF VERNON


Jennifer Champney, Town Clerk



VILLAGE OF ONEIDA CASTLE

John Deschamps, Jr. Mayor
Thomas Cochran, Trustee
Donald Ackerman, Trustee

Jean Canada, Clerk
Alicia Meyers, Treasurer

Resolution No. 2 of the year 2022

RESOLUTION APPROVING CONSOLIDATION OF VITAL REGISTRATION DISTRICTS BETWEEN THE TOWN OF VERNON AND THE VILLAGE OF ONEIDA CASTLE

WHEREAS, the Town of Vernon has been assigned by New York State as Vital Statistics registration district 3270, and the Village of Oneida Castle has been assigned by New York State as Vital Statistics Registration District 3233: and

WHEREAS, the Village of Oneida Castle has requested the approval of the Village Board to formally consolidate the Town of Vernon and the Village of Oneida Castle into one primary registration district, namely the District of the Town of Vernon under Vital Statistics Registration District 3270: and

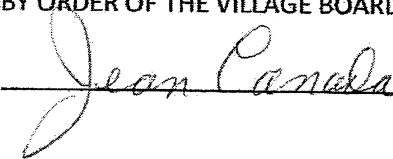
WHEREAS, the formal consolidation of the Registration districts would benefit the public by eliminating questions as to which district records should be filed and not result in the loss of services by either municipality,

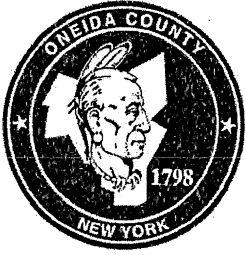
NOW THEREFORE BE IT RESOLVED by the Village of Oneida Castle that said Village adopts the resolution consolidating the Town of Vernon and the Village of Oneida Castle Registrar functions under the Town of Vernon's registration number (Vital Registration District 3270), pending necessary approvals of all other required entities, including the Town of Vernon, Oneida County and the New York State Department of Health.

This resolution has received the affirmative vote of at least a majority of the Oneida Castle Village Board as shown below and such resolution is hereby approved.

Board Member Thomas Cochran moved to adopt this Resolution
Board Member Donald Ackerman seconded the Motion
Motion carried with 3 ayes and 0 nays

This resolution was thereupon declared duly adopted the 7th Day of March, 2022
BY ORDER OF THE VILLAGE BOARD OF THE VILLAGE OF ONEIDA CASTLE

 Jean Canada, Oneida Castle Village Clerk



ONEIDA COUNTY BOARD OF ELECTIONS

Union Station ♦ 321 Main St. ♦ 3rd Floor
Utica, New York 13501
Fax: 315-798-6412

Anthony J. Picente Jr.
County Executive

Sarah F. Bormann
Democratic Commissioner
315-798-5762

Nichole D. Shortell
Republican Commissioner
315-798-5763

April 26, 2022

Anthony J. Picente, Jr.
County Executive
Oneida County
800 Park Avenue
Utica, NY 13501

FN 20 22-172

GOVERNMENT OPERATIONS

Dear County Executive:

WAYS & MEANS

In the last election, voting by absentee ballots increased significantly and put a stain on getting accurate results quickly. Further, New York State has recently passed legislation that changes the way County Boards of Elections (CBOE) process absentee ballots requiring they be processed on a rolling basis and scanned two times before the election without tabulating results, like votes cast during Early Voting. This legislation has also increased the number of audits the CBOE is required to complete over a three-day span from one to three.

Looking to meet state regulations and improve the speed and accuracy of CBOE results, we have decided to purchase a specialized piece of equipment, Clear Count/Clear Audit by Clear Ballot, which consists of two high speed scanners, a laptop, and special software for tabulating and reviewing election results. This equipment greatly reduces the time to adjudicate unclear marks made by voters and greatly reduces the time to conduct required state audits. When completed manually, audits take over a week whereas the aforementioned equipment can reduce the processing time to 2-3 hours.

The requested equipment is on state contract and is currently being used by 38 County Boards of Elections throughout New York State.

We would like to get this essential equipment in time to utilize same for the Primary Election on June 28, 2022.

Therefore, we respectfully request your Board's approval for the following 2022 supplemental appropriation:

TO:

A1450.295 Board of Elections – Other Equipment.....\$138,367.00

This supplemental appropriation will be fully supported by:

A2215 – Board of Elections – Reimb. From Other Govts.....\$138,367.00

Reviewed and Approved for submittal to the
Oneida County Board of Legislator by

Signature of Anthony J. Picente, Jr.

Anthony J. Picente, Jr.
County Executive

Date 5-4-22

Thank you for courteous attention to this request.

Very truly yours,

A handwritten signature in cursive script that reads "Sarah Bormann". The letters are fluid and connected, with a large initial "S" and "B".

Sarah F. Bormann
Democratic Commissioner

A handwritten signature in cursive script that reads "Nichole D. Shortell". The signature is highly stylized with loops and flourishes, particularly around the "N" and "S".

Nichole D. Shortell
Republican Commissioner

CC: Comptroller
County Attorney

Anthony J. Picente Jr.
Oneida County Executive



Amanda L. Cortese-Kolasz
Commissioner of Personnel

**ONEIDA COUNTY
DEPARTMENT OF PERSONNEL**

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501-2986
Phone: (315) 798-5726 ♦ Fax: (315) 798-6490

May 4, 2022

FN 20 22-173

Hon. Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

~~PUBLIC SAFETY
HEALTH & HUMAN SERVICES~~

WAYS & MEANS

Re: Memoranda of Agreement with Oneida County Sheriff's Department Employees Local 1249

Dear County Executive Picente:

As you are aware, the Sheriff's Office is experiencing significant staffing shortages in the Oneida County Correctional Facility. Specifically, the department as a thirty-two percent (32%) as of the writing of this letter. Employees in the facility have been working a significant amount of overtime to ensure staffing mandates are met. This overtime is first offered on a voluntary basis, and thereafter, employees are mandated to fill necessary shifts in the absences of sufficient volunteers. Often times, employees learn that they are being mandated to fill overtime shifts with short notice.

The County wishes to incentivize employees in the facility to volunteer to fill needed overtime shifts to lessen the burden of mandated overtime. To that end, enclosed is a proposed Memorandum of Agreement (MOA) with Oneida County Sheriff's Department Employees Local 1249 that will afford J-Scale employees (correction officer titles) the ability to earn overtime at two and one-half (2.5) times their regular rate of pay. If approved, MOA will be in effect from May 12, 2022 through August 11, 2022. Pursuant to the MOA, this benefit will only be afforded to those employees who opt to have their overtime compensation earned as wages paid. Employees who choose to earn their overtime compensation as compensatory time earned will not be able to take advantage of this MOA, and will continue to be compensated pursuant to the terms of the collective bargaining agreement at one and one-half (1.5) times their regular rate of pay.

If you concur, I respectfully request that you submit this request to the Board of Legislators for consideration at the May meeting. As always, I am available to address any questions or concerns that either you or the Board has regarding this matter.

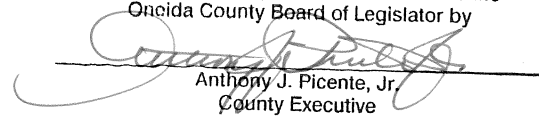
Respectfully submitted,


Amanda Cortese-Kolasz
Commissioner of Personnel

Enclosures

CC: Comptroller
County Attorney
Budget Director
Sheriff

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by


Anthony J. Picente, Jr.
County Executive

Date 5-4-22

MEMORANDUM OF AGREEMENT

By and between

THE COUNTY OF ONEIDA,

THE ONEIDA COUNTY SHERIFF

and

ONEIDA COUNTY SHERIFF'S DEPARTMENT EMPLOYEES LOCAL 1249

WHEREAS, the County of Oneida, the Oneida County Sheriff (collectively, the "County") and the Oneida County Sheriff's Department Employees Local 1249 ("Local 1249") are signatories to a collective bargaining agreement (the "CBA") for the period of January 1, 2016 to December 31, 2021; and

WHEREAS, the parties are currently engaged in ongoing negotiations for a successor collective bargaining agreement; and

WHEREAS, the parties recognize that the County is currently experiencing staffing shortages at the Oneida County Correctional Facility, with a current vacancy rate of approximately thirty-two percent (32%); and

WHEREAS, the County and Local 1249 recognize that members of Local 1249 who work in the Oneida County Correctional Facility have been working a significant amount of overtime to ensure staffing mandates are met; and

WHEREAS, the County and Local 1249 recognize that members of Local 1249 who work in the Oneida County Correctional Facility are frequently being mandated to work overtime as a result of a lack of volunteers to cover all necessary shifts; and

WHEREAS, the County wishes to incentivize employees to work necessary overtime shifts voluntarily, and to recognize and reward the efforts of members of Local 1249 who work in the Oneida County Correctional Facility; now, therefore

BE IT RESOLVED, as a negotiated Memorandum of Agreement, the parties hereto agree as follows:

1. Commencing May 12, 2022 and continuing through August 11, 2022, each employee on the J-Scale who works overtime as defined in the collective bargaining agreement shall be compensated at two and one-half (2.5) times his/her regular rate of pay if and only if he/she chooses to take the compensation as pay. Any employee who chooses to earn his/her overtime compensation as compensatory time will continue to earn pursuant to the collective bargaining agreement at one and one-half (1.5) times his/her regular rate of pay.
2. The parties expressly agree that nothing herein shall be construed to set precedent in the future regarding compensation for overtime hours, that there shall be no expectation for continuation of the increased compensation for overtime hours worked beyond August 11, 2022.

3. The parties acknowledge that during their joint discussions which resulted in this Memorandum of Agreement, that they were fully and fairly represented; that they had the unlimited right and opportunity to propose the terms of this Memorandum of Agreement; that they knowingly, voluntarily, and of their own free will, entered into this Memorandum of Agreement, having read and fully understanding its terms; and that all understandings and agreements between the parties on the issues addressed herein are set forth in this Memorandum of Agreement.
4. This Memorandum of Agreement shall be construed and enforced in accordance with and governed by the statutes and common law of the State of New York.
5. This Memorandum of Agreement constitutes the entire agreement and understanding between the parties on the issue addressed herein.
6. The parties acknowledge that no representation, promise, inducement or statement of intention has been made by any party to this Memorandum of Agreement that is not embodied in this Memorandum of Agreement and agree that no party shall be bound by, or liable for, any alleged representation, promise, inducement, or statement of intention not set forth in this Memorandum of Agreement.
7. This Memorandum of Agreement may not be modified except by a writing signed by all parties.
8. This Memorandum of Agreement shall be binding upon and inure to the benefit of each of the parties hereto, and each of their respective legal representatives, estates, successors, assigns, heirs, administrators, personal representatives, and executors.
9. Except herein expressly agreed, the terms and provisions of the existing collective bargaining agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Agreement to be executed on the date shown by each of their signatures below.

 County of Oneida
 BY: Anthony J. Picente, Jr.
 County Executive

 Date

 Oneida County Sheriff
 BY: Robert M. Maciol
 Sheriff

 Date

 Oneida County Sheriff's Department Employees Local 1249
 BY: Luis Roman
 President

 Date

Anthony J. Picente Jr.
Oneida County Executive



Amanda L. Cortese-Kolasz
Commissioner of Personnel

**ONEIDA COUNTY
DEPARTMENT OF PERSONNEL**

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501-2986
Phone: (315) 798-5726 ♦ Fax: (315) 798-6490

May 5, 2022

FN 20 22-174

Hon. Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

HEALTH & HUMAN SERVICES

Re: Disease Specialist

WAYS & MEANS

Dear County Executive Picente:

I have attached the job specification for the title Disease Specialist and the letter from Public Health Director, Daniel W. Gilmore, concerning the need for this position. I have added the title to the Oneida County Classification Plan, and I am recommending that the salary for this title be set at Grade 33M, Step 4 at \$55,190.

Director Gilmore is also requesting the creation of one (1) Disease Specialist position. My understanding is that funding for this position currently exists in a Temporary Help budget line of the Health Department, and that there may also be grant funding available.

If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their next meeting and ask that they set the salary for this title. As always, I am available to address any questions or concerns that either you or the Board may have regarding this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read "Amanda L. Cortese-Kolasz".

Amanda L. Cortese-Kolasz
Commissioner of Personnel

Attachment

cc: Daniel W. Gilmore
County Attorney
Budget

Reviewed and Approved for submittal to the
Oneida County Board of Legislator by

A handwritten signature in black ink, appearing to read "Anthony J. Picente, Jr.", written over a horizontal line.

Anthony J. Picente, Jr.
County Executive

Date 5-4-22



ONEIDA COUNTY HEALTH DEPARTMENT

ANTHONY J. PICENTE, JR.
ONEIDA COUNTY EXECUTIVE

DANIEL W. GILMORE, PH.D., MPH
DIRECTOR OF HEALTH



"PROMOTING & PROTECTING THE HEALTH OF ONEIDA COUNTY"

OCGOV.NET/HEALTH

May 2, 2022

Amanda Lynn Cortese-Kolasz
Commissioner of Personnel
Oneida County Personnel Department
800 Park Avenue
Utica, New York 13501

RE: Request to create 2 job titles and 5 additional positions.

Dear Commissioner Cortese-Kolasz:

The health department is requesting the creation of two job titles: an Infectious Disease Specialist for the Clinic Division and a Community Health Worker for the Environmental Health Division.

The primary reason for this is that there is a lack of qualified applicants for the specific positions in the health department that have historically undertaken the duties of an Infectious Disease Specialist and Community Health Worker. The duties of an Infectious Disease Specialist have been undertaken by a nurse while the duties of a Community Health Worker have been undertaken by a Public Health Technician I.

Other counties have encountered a similar difficulty in recruiting qualified nurse and Public Health Technician applicants to perform the duties included in the Infections Disease Specialist and Community Health Worker job specifications and have created similar job titles.

Five additional positions are also being requested. Two positions for the new job titles above; 2 Senior Administrative Assistant positions; and one part-time Principal Clerk position.

Feel free to contact me with any questions or concerns.

Sincerely Yours,

Daniel W. Gilmore, Ph.D., MPH
Director of Health

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Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted:

DISEASE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in oversight of the development and implementation of the County's disease control program. The incumbent assists in case investigations, assists in epidemiological investigations, surveillance and studies, and provides health information to the public. The work is performed under the direct supervision of the Director of Clinic Services with leeway allowed for exercise of independent judgment. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in the oversight of the County's disease control program;
Performs case investigations of reported communicable diseases and illnesses;
Conducts and reviews surveillance activities to identify and monitor disease trends within assigned areas including data collection in the field;
Develops policies and procedures regarding communicable diseases;
Collects demographic information/epidemiological information on community diseases and illnesses;
Alerts the NYS DOH regional office for medium or high alert diseases/illness as well as abnormal clusters and unusual events;
Participates in a variety of meetings, committees, study groups and task forces in the community and acts as a resource as needed;
Prepares, evaluates, edits and makes reports regarding the collection, collation and analysis of all required documentation and reports relating to communicable diseases;
Develops health information and materials for the public relating to various diseases;
Assists in preparing annual information packet to school nurses in Oneida County;
Assists with annual staff training on blood borne pathogens and communicable diseases;
Assists with press releases, health advisories and website updates pertaining to community wide diseases and illnesses.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of Federal, State and local laws, rules and regulations regarding public health, surveillance, investigation relative to communicable and other diseases; good knowledge of epidemiology; good knowledge of public information and public relations techniques; good knowledge of current public health issues, problems and concerns within the community; good knowledge of community organizations and service providers related to public health and communicable diseases; ability to review, analyze and organize data; ability to prepare reports and other correspondence; ability to establish and maintain cooperative relations w/ community agencies and the public; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to communicate effectively both verbally and in writing; sound professional judgment; initiative; resourcefulness; tact; courtesy; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's

DISEASE SPECIALIST continued---

degree in Nursing, Biology, Health or Public Administration, Health Science, Epidemiology, Public Health, Biostatistics or a closely related field and one (1) year of full-time paid, or its part-time equivalent experience conducting data collection, analysis and reporting in support of surveillance and epidemiologic investigations.; **OR**

(B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree in Nursing, Biology, Health or Public Administration, Health Science, Epidemiology, Public Health, Biostatistics or a closely related field and three (3) years of full-time paid, or its part-time equivalent experience conducting data collection, analysis and reporting in support of surveillance and epidemiologic investigations.

NOTE: A Master's degree in Epidemiology, Public Health, Nursing, Biology, Biostatistics, Health or Public Administration, Health Science or a closely related field may be substituted for the experience as noted above.

SPECIAL REQUIREMENT: Candidates must possess a valid NYS Driver's License at the time of appointment and maintenance of said license for the duration of appointment.

Anthony J. Picente Jr.
Oneida County Executive



Amanda L. Cortese-Kolasz
Commissioner of Personnel

**ONEIDA COUNTY
DEPARTMENT OF PERSONNEL**

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501-2986
Phone: (315) 798-5726 ♦ Fax: (315) 798-6490

May 5, 2022

FN 20

22 175

Hon. Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

HEALTH & HUMAN SERVICES

Re: Community Health Worker

WAYS & MEANS

Dear County Executive Picente:

I have attached the job specification for the title Community Health Worker and the letter from Public Health Director, Daniel W. Gilmore, concerning the need for this position. I have added the title to the Oneida County Classification Plan, and I am recommending that the salary for this title be set at Grade 25W, Step 2 at \$38,721.

Director Gilmore is also requesting the creation of one (1) Community Health Worker position. My understanding is that funding for this position currently exists in a Temporary Help budget line of the Health Department, and that there may also be grant funding available.

If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their next meeting and ask that they set the salary for this title. As always, I am available to address any questions or concerns that either you or the Board may have regarding this matter.

Very truly yours,

Amanda L. Cortese-Kolasz
Commissioner of Personnel

Attachment

cc: Daniel W. Gilmore
County Attorney
Budget

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 5-4-22



ONEIDA COUNTY HEALTH DEPARTMENT

ANTHONY J. PICENTE, JR
ONEIDA COUNTY EXECUTIVE

DANIEL W. GILMORE, PH.D., MPH
DIRECTOR OF HEALTH



"PROMOTING & PROTECTING THE HEALTH OF ONEIDA COUNTY"

OCGOV.NET/HEALTH

May 2, 2022

Amanda Lynn Cortese-Kolasz
Commissioner of Personnel
Oneida County Personnel Department
800 Park Avenue
Utica, New York 13501

RE: Request to create 2 job titles and 5 additional positions.

Dear Commissioner Cortese-Kolasz:

The health department is requesting the creation of two job titles: an Infectious Disease Specialist for the Clinic Division and a Community Health Worker for the Environmental Health Division.

The primary reason for this is that there is a lack of qualified applicants for the specific positions in the health department that have historically undertaken the duties of an Infectious Disease Specialist and Community Health Worker. The duties of an Infectious Disease Specialist have been undertaken by a nurse while the duties of a Community Health Worker have been undertaken by a Public Health Technician I.

Other counties have encountered a similar difficulty in recruiting qualified nurse and Public Health Technician applicants to perform the duties included in the Infections Disease Specialist and Community Health Worker job specifications and have created similar job titles.

Five additional positions are also being requested. Two positions for the new job titles above; 2 Senior Administrative Assistant positions; and one part-time Principal Clerk position.

Feel free to contact me with any questions or concerns.

Sincerely Yours,

Daniel W. Gilmore, Ph.D., MPH
Director of Health

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Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted:

COMMUNITY HEALTH WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Public Health Department and involves responsibility for making home visits, and providing support, education and outreach in areas of maternal and child health, nutrition, immunizations, chronic and communicable disease, and pregnancy and prenatal care, accessing medical and non-medical services, childhood lead, and car seat safety. The work is performed in accordance with established policies and procedures and under the direct supervision of the Environmental Health Director. The incumbent will work in close cooperation with, and under the guidance and general direction of, a Public Health Sanitarian and/or other appropriate health personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts basic health and home assessments in order to assist families in identifying needs;
Provides culturally appropriate health information, social support, and coaching on problem-solving;
Promotes health literacy;
Conducts home visits to assist individuals and families in order to assess needed preventive and primary health care services and social services programs (e.g., preconception/inter-conception/prenatal care, maternal and child health, family planning, immunizations, chronic and communicable diseases, Early Intervention, nutrition services, housing, health insurance, transportation, etc.);
Provides advocacy to families enrolled in the Oneida County Public Health Department programs;
Provides referrals as appropriate for social services and other community based programs;
Participates in outreach and community mobilization strategies including but not limited to: preparation and dissemination of educational/program materials, case-finding and recruitment, and community strengths/needs assessment;
Evaluates program services to see if they're well received and assists families with health behavior changes;
Participates in department Clinics/Point of Dispensing Site (PODS) as needed;
Assists Department in carrying out Breast Feeding, Safe Sleep, opioid use reduction, chronic disease, and other initiatives and activities of the Department;
Assists with the Child Passenger Safety Program and maintains child passenger safety technician status for Child Passenger Safety Program;
Assists Nursing personnel and Public Health Educator at community and health events;
Assists in carrying out grant related activities and the core Public Health programs;
Attends trainings as required.

COMMUNITY HEALTH WORKER (Continued)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the policies and procedures relating to public health and the programs offered; good knowledge of the health and social problems and attitudes in the community related to the area of assignment; working knowledge of local human service agencies and programs available in the community; strong interpersonal skills; ability to communicate effectively with designated community members in order to elicit from them their specialized needs to acquaint them with available services; ability to translate specialized community needs into program to insure effective services delivery; ability to handle difficult situations in a courteous and tactful manner; ability to engage others and establish rapport; ability to understand and carry out oral and written instruction; ability to prepare and maintain reports; ability to adapt to change; ability and willingness to learn; ability to set priorities and manage workload; ability to teach others; detail orientated; ability to communicate effectively both orally and in writing; empathetic demeanor and sensitivity to the reactions of others; good problem solving capability; sound judgement; dependability; resourcefulness; integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree, or higher-level degree, in health education, public health, social work, psychology, human services or closely related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years of full-time paid, or its part-time equivalent, experience within a health and/or social work setting or other related field; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, or its part-time equivalent, experience within a health and/or social work setting or other related field; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Successful completion of a Community Health Worker Introductory Training course(s) no later than within 52 weeks of appointment to said position.

SPECIAL REQUIREMENT: Candidates must possess a valid NYS Driver's License at the time of appointment and maintenance of said license for the duration of appointment. Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.



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May 5, 2022

FN 20 22-176

Hon. Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, NY 13501

HEALTH & HUMAN SERVICES
WAYS & MEANS

Re: Creation of Positions in the Public Health Department

Dear County Executive Picente:

Attached for your review and approval is correspondence from Public Health Director, Daniel W. Gilmore, requesting creation of two (2) full-time Senior Administrative Assistants (Grade 21W, Step 2 at \$33,190), and one (1) part-time Principal Clerk (Grade 19W, Step 2 at \$16.93/hour).

As stated in Director Gilmore's letter, these positions will provide needed support within the Public Health Clinic and the Environmental Health Division. My understanding is that funding for these positions currently exists in a Temporary Help budget line of the Health Department, and that there may also be grant funding available.

If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their next meeting. As always, I am available to address any questions or concerns that either you or the Board may have regarding this matter.

Very truly yours,

Amanda L. Cortese-Kolasz
Commissioner of Personnel

Attachment

cc: Daniel W. Gilmore
County Attorney
Budget

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 5-5-22

24



ONEIDA COUNTY HEALTH DEPARTMENT

ANTHONY J. PICENTE, JR
ONEIDA COUNTY EXECUTIVE

DANIEL W. GILMORE, PH.D., MPH
DIRECTOR OF HEALTH



"PROMOTING & PROTECTING THE HEALTH OF ONEIDA COUNTY"

OCGOV.NET/HEALTH

May 2, 2022

Amanda Lynn Cortese-Kolasz
Commissioner of Personnel
Oneida County Personnel Department
800 Park Avenue
Utica, New York 13501

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Dear Commissioner Cortese-Kolasz:

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The primary reason for this is that there is a lack of qualified applicants for the specific positions in the health department that have historically undertaken the duties of an Infectious Disease Specialist and Community Health Worker. The duties of an Infectious Disease Specialist have been undertaken by a nurse while the duties of a Community Health Worker have been undertaken by a Public Health Technician I.

Other counties have encountered a similar difficulty in recruiting qualified nurse and Public Health Technician applicants to perform the duties included in the Infections Disease Specialist and Community Health Worker job specifications and have created similar job titles.

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Feel free to contact me with any questions or concerns.

Sincerely Yours,

Daniel W. Gilmore, Ph.D., MPH
Director of Health

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