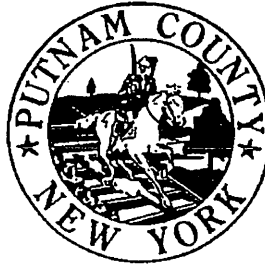


THE PUTNAM COUNTY LEGISLATURE

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

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



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

**AGENDA**

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

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

**Tuesday**

**May 9, 2023**

**(Immediately Following the Health Meeting @ 6:30p.m.)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – March 27<sup>th</sup> & April 13, 2023**
- 4. Approval/ Fund Transfer 23T113/ Reclassification – Health Department/ Personnel Officer Paul Eldridge**
- 5. Approval/ New Policy – Nursing Mothers/ Personnel Officer Paul Eldridge & Senior Personnel Specialist Patricia Rau**
- 6. FYI/ Accident Report**
- 7. FYI/ Incident Report**
- 8. Other Business**
- 9. Adjournment**

Revs.  
Maym+g  
5/1/23

#3

**PERSONNEL COMMITTEE MEETING**  
**40 Gleneida Avenue Room #318**  
**Carmel, NY 10512**

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

**Monday** **6:30p.m.** **March 27, 2023**

**(The Audit & Administration Meeting Immediately Followed)**

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

**Item #3 - Acceptance/Personnel Committee Meeting Minutes – February 21, 2023**

Chairman Jonke stated the minutes were accepted as submitted.

Chairman Jonke stated he would be going out of order. He stated the first agenda item to be discussed was #5.

**Item #5 - Approval/ Fund Transfer 23T065/ Reclassification – District Attorney's Office – 2: Senior Office Assistant -Legal Positions/ District Attorney Robert Tendy**

District Attorney Chief of Staff Christina Rizzo stated the goal of this request is to get the three (3) positions in the front office to have the same title, since they have the same job responsibilities. She stated two (2) of the three (3) positions currently have a much lower classification.

Chairman Jonke questioned if a desk audit was conducted.

Sr. Personnel Specialist Patricia Rau stated there was not a full desk audit done. She explained she had the employees who are in the lower classified positions submit their work duties to her. She stated based on her review of those documents she determined their work duties were that of the higher title. She stated additionally a large part of the evaluation was considering the high degree of responsibility, professionalism, and the high level of judgement, related to their access to highly confidential and sensitive information. She stated because all three (3) of the positions have the same responsibilities, it was determined that they share the same job title.

Chairman Jonke requested clarification that there are three (3) positions.

Sr. Personnel Specialist Patricia Rau stated there are three (3) positions total in the front office. She explained the positions she evaluated were: Office Assistant – Legal and the Office Assistant. She stated currently there is a vacancy. She stated the District Attorney’s Office cannot run with only two (2) people there. She stated she is aware that the District Attorney is working to make sure the vacancies are filled in the front office.

Chairman Jonke requested they explain the proposed fund transfer.

Sr. Personnel Specialist Patricia Rau stated there is a grant that the District Attorney’s Office applies for and has been awarded for the past two (2) years. She stated they plan to do that again, if awarded it is used towards the positions. She stated the current Senior Office Assistant – Legal is the position that is vacant, and it was a Step 3. She explained that is where funding will be transferred from. She stated the new hire would come into the position as a Step 1.

Chairman Jonke stated in his review of the fund transfer 23T065 it shows that a total of \$80,314.00 is being moved. He requested an explanation.

Sr. Personnel Specialist Patricia Rau and Chief of Staff Rizzo provided an explanation.

Legislator Nacerino stated this has been done in the past, and she supports having parity.

Legislator Castellano questioned the two (2) positions that are being reclassified, will the original positions be filled.

Sr. Personnel Specialist Patricia Rau stated no they will not.

Legislator Montgomery expressed her support for putting in employees in the proper title and compensating them appropriately for the work they are doing.

Chairman Jonke made a motion to approve Fund Transfer 23T065/ Reclassification – District Attorney’s Office – 2: Senior Office Assistant -Legal Positions; Seconded by Legislator Nacerino. All in favor.

**Item #4 - Approval/ Reclassification to Fiscal Technician - Office for Senior Resources/ Director of the Office for Senior Resources (OSR) Michael Cunningham**

Chairman Jonke requested that Sr. Personnel Specialist Patricia Rau speak to this request for the OSR Office.

Sr. Personnel Specialist Patricia Rau explained a classification was conducted by one of her co-workers in 2022. She stated the employee appealed the decision. She stated then the matter is handed off to another person in the Personnel Department, which in this case was her. She stated

when an appeal is handled a fresh set of eyes conducts the review, and none of the work done by the previous co-worker is reviewed. She stated after carrying out the process it led to this decision to reclassify the position to a Fiscal Technician- OSR.

OSR Director Cunningham stated that he is in support of this proposal. He explained the employee is getting more involved with the grant work for the OSR department. He stated as the OSR department evolves, and New York State is pushing them to get into new sources of revenue, the skillset of a Fiscal Technician should prove to be very helpful.

Chairman Jonke stated his appreciation to Director Cunningham for inviting him to ride along with the OSR food deliveries earlier that day. He stated it was educational to see firsthand the work that is done, and the level of service provided to those the food is delivered to. He stated he recommends his colleagues take Director Cunningham up on his offer.

Legislator Nacerino requested clarification on how this position differs from a Senior Account Clerk of Principal Account Clerk. She stated she is not familiar with this position: Fiscal Technician.

Sr. Personnel Specialist Patricia Rau stated the reason she landed on the title of Fiscal Technician is because the employee handles a lot of budgeting, specific to New York State Grants. She stated it was shocking to her in terms of the number of grants OSR juggles at one time and the amount of money that needs to be reported to New York State. She stated additionally there is a tremendous amount of budget work that needs to be done for each individual grant for all of their recording procedures. She stated this employee handles a great amount of that work. She stated it is the budgeting specific work that really set this apart from the other titles.

Chairman Jonke made a motion to approve Reclassification to Fiscal Technician - Office for Senior Resources; Seconded by Legislator Castellano. All in favor.

**Item #6 – FYI/ Accident Report – Duly Noted**

**Item #7 - FYI/ Incident Report – Duly Noted**

**Item #8 - Other Business- None**

**Item #9 - Adjournment**

There being no further business at 6:50 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

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

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AGENDA

PERSONNEL COMMITTEE MEETING

TO BE HELD IN ROOM 318

PUTNAM COUNTY OFFICE BUILDING

CARMEL, NEW YORK 10512

Members: Chairman Jonke, Legislators Castellano & Nacerino

**Monday**

**6:30p.m.**

**March 27, 2023**

(The Audit & Administration Mtg. Will Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/Personnel Committee Meeting Minutes – February 21, 2023
4. Approval/ Reclassification to Fiscal Technician - Office for Senior Resources/ Director of the Office for Senior Resources Michael Cunningham
5. Approval/ Fund Transfer 23T065/ Reclassification – District Attorney's Office – 2: Senior Office Assistant -Legal Positions/ District Attorney Robert Tendy
6. FYI/ Accident Report
7. FYI/ Incident Report
8. Other Business
9. Adjournment

Pres. - 5/9/23  
#3

**PERSONNEL COMMITTEE MEETING  
40 Gleneida Avenue Room #318  
Carmel, NY 10512**

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

**Thursday**

**April 13, 2023**

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

**Item #3 - Approval/ Fund Transfer 23T088/ New Position Deputy County Attorney - DSS / Personnel Officer Paul Eldridge**

Personnel Director Paul Eldridge stated there are other people who are present to address this matter also. County Attorney Compton Spain and Deputy Commissioner DSS, Mental Health & Youth Bureau Sara Servadio. He stated there is a vacancy in one of the two (2) DSS Attorney positions. He stated there have been discussions regarding the possibility of having the function done by a Deputy County Attorney in the County's Law Department. He stated throughout New York State there are both options that exist. He explained the position, Deputy County Attorney, would be assigned to DSS, but under the auspices of the County Attorney. He stated they are all on board in reverting the DSS Attorney vacant position to a Deputy County Attorney of the County's Law Department. He stated there is currently a DSS Attorney. He stated nothing would change with that position. He stated the one they are recommending be changed is the DSS Attorney vacant position. He stated the vacant position would be an appointment by the County Attorney, while the physical position will be in the DSS Office.

County Attorney Compton Spain stated he believes it is the right thing to do. He stated it is his belief that there should be one (1) County Attorney's Office in the County. He stated there have been problems in the past because of multiple County Attorneys. He stated he believes it is better to have one "Commissioner" type of position that all of the Attorneys would report to. He stated in this instance he will work with Commissioner Piazza and Deputy Commissioner Servadio on the hiring process, to make sure the right person is hired. He stated said Attorney will be from the County Attorney's Office. He stated the current DSS Attorney Faye Thorpe will continue in her present position. He stated he sees doing the same with that position when and if that position becomes vacant. He stated he believes it will allow for a better structure and he supports having Attorneys reporting to Attorneys. He stated referring to what Personnel Director Eldridge reported that both options are in practice throughout New York State. He stated he believes for the most part it exists the way that is being proposed.

Deputy Commissioner Sara Servadio stated they are looking forward to working with County Attorney Spain to find the right candidate for the Attorney position, because the department is short staffed.

Legislator Nacerino stated this is basically a structural change. She stated the employee would be under the Law Department's purview, but it will not change the dynamics of the sensitivity of the work that would be done at DSS.

County Attorney Compton Spain stated he understands the level of sensitivity of the work that is done in DSS and he respects that.

Legislator Gouldman stated that he agrees with the reasoning presented this evening. He stated having one legal department in the County would create efficiency and effectiveness for the County.

Chairman Jonke made a motion to Approve Fund Transfer 23T088/ New Position Deputy County Attorney - DSS; Seconded by Legislator Nacerino. All in favor.

**Item #4 - Approval/ Fund Transfer 23T089/ Coordinator of Office for People with Developmental Disabilities (OPWDD)/ Personnel Officer Paul Eldridge**

Chairman Jonke stated Personnel Director Eldridge is present to speak to this agenda item.

Personnel Director Paul Eldridge stated this proposal is a reclass of the former title Coordinator of the Office for People with Development Disabilities to Coordinator of the Office for Individuals with Disabilities. He stated the essence of the job responsibilities would be the same. He stated Deputy Commissioner Servadio will speak to this item as well.

Deputy Commissioner Sara Servadio stated currently there are two (2) vacant part-time positions. She stated the proposal is to create this one (1) full-time position. She stated they have been researching and using the Dutchess County's model as a guide as they have worked on this proposal. She stated that currently Putnam County does not have a person to speak to the families of someone who has a disability. She stated the same person would speak to the community at different forums. She stated if a family has a child and they are just beginning the process to get their child classified there is no one in their office, other than herself and Commissioner Piazza, that are able to work with the families. She stated this proposed full-time position would handle that. She stated also it would bring Putnam County up to date with surrounding Counties. She stated, many Counties have entire departments devoted to people with disabilities.

Personnel Director Paul Eldridge stated this was presented in the County Executive's State of the County as a focus.

Chairman Jonke stated that he did recall County Executive Byrne speaking to this matter. He stated he is in full support of this.

Legislator Nacerino questioned if this is an appointed or tested position.

Personnel Officer Paul Eldridge stated it is a tested position.

Legislator Ellner stated he is in full support of this proposal.

Chairman Jonke made a motion to approve Fund Transfer 23T089/ Coordinator of Office for People with Developmental Disabilities (OPWDD); Seconded by Legislator Castellano. All in favor.

**Item #5 - Approval/ Fund Transfer 23T090/ 12 Position Reclassifications - Highways & Facilities Department/ Personnel Officer Paul Eldridge**

Personnel Officer Paul Eldridge stated that he began discussing this matter with Administrative Director of Highways & Facilities Tom Feighery in December of 2022. He stated his knowledge and experience from his position in the previous County Executive's Office and his return to the Department he originally worked in full-time, Highways & Facilities Department, was valuable in the review of the structure and in addressing some of the issues the County was working on. He requested Administrative Director Feighery speak to some of the changes he has made that have been very helpful and encouraging to the staff. He introduced from the Personnel Department Senior Personnel Specialist Virginia Redlon who did the Reclassification work.

Administrative Director of Highways & Facilities Tom Feighery stated the County has been utilizing the skillset of the employees in the Highways & Facilities department to get work done. He stated a balance for the County is to encourage these employees to get further certifications. He stated Local 60 in Brewster has permits training for the County employees in the Highways & Facilities Department. He stated they have been training them for free on the employee's time, it is an incredible opportunity. He stated three (3) of the County's employees have gotten certified. He stated in 2022 the Department of Transportation (DOT) took away the County's ability to give CDL training to the County employees. He stated an employee of the County, took it upon themselves, and went through the 60-hour DOT Administrator Training. He stated now the County has a continuing education program and he elaborated on that. He stated all of this is an incentive to keep employees, which is very important.

Personnel Officer Paul Eldridge expanded on the benefits of the employee getting the Administrator Training. He stated employees who get hired into a Laborer position and in six (6) or eight (8) months get their CDL.

Administrative Director of Highways & Facilities Tom Feighery stated these employees are in high demand in today's job market. He stated the County wants to create an environment that inspires good employees to stay and continue to provide training opportunities. He stated with that continued training, it provides them the opportunity to advance, whether it be in salary and/or level. He stated it benefits the County, in the fact that they have a skilled workforce. He stated a past practice is to pay employees out of title. He stated it is his opinion, that should only be done as a stop gap. He stated if an employee has the talent to do a job they should be paid at that level, and not only used for a time at a level, and then when the work is completed the employee must go back to their original position. He stated that does not happen in the blue-collar world.

Personnel Officer Paul Eldridge provided the rules and regulations that must be followed to have an employee work out of title, both in the white-collar and blue-collar positions of the County. He stated Administrative Director Feighery is correct there has been a need to have skilled and qualified



employees work on County projects and be paid out of title. He stated that is why they have brought this forward, to remedy that.

Chairman Jonke stated he agrees with all that has been stated this evening. He stated the County does not want to invest in training employees and then having them leave. He stated after five (5) years of working for Putnam County an employee is vested. He stated if an employee is treated well, there is good reason to stay.

Personnel Officer Paul Eldridge stated that since Administrative Director of Highways & Facilities Tom Feighery and Acting Deputy Commissioner of Highways & Facilities Joe Bellucci have been in charge the morale of department has gone way up. He stated that he has heard that directly from the employees.

Senior Personnel Specialist Virginia Redlon stated she works on classifications and reclassifications for the County. She stated by the time the request comes to her; the employee is already doing the work. She stated she does not want anyone to view this as a reward, it is paying and compensating employees for the work they have already been doing.

Administrative Director of Highways & Facilities Tom Feighery stated the amount of money the County has saved of taxpayer dollars is tremendous and it is thanks to the talented work force in the Highways and Facilities Department.

Legislator Nacerino expressed her agreement with all that was reported and her support for this proposal.

Legislator Castellano stated his support of this request.

Legislator Ellner questioned if there is a system of tracking the shared services in relation to the CDL Drivers with the Towns of Carmel and Kent, is there some sort of paper trail.

Administrative Director of Highways & Facilities Tom Feighery stated there is a paper trail.

Chairman Jonke made a motion to approve the Fund Transfer 23T090/ 12 Position Reclassifications - Highways & Facilities Department; Seconded by Legislator Nacerino. All in favor.

**Item #6 - Approval/ Fund Transfer 23T091/ Restructuring Office for Senior Resources/  
Personnel Officer Paul Eldridge**

Director of Office for Senior Resources Mike Cunningham stated there were previous comments stated about morale. He stated his morale has taken a tremendous boost with the appointment of Marlene Barrett as the new Deputy Director for the Office for Senior Resources (OSR). He stated Marlene has been working in the OSR Department for almost 12 years. He stated she has worked in the case management area and has been involved in several key projects. He continued to speak to the great work she has done and the projects she has been a part of.

Personnel Officer Paul Eldridge stated that there were 55 applicants and Marlene Barrett rose to the top. He stated they were all very impressed with her, and she is held in very high regard by her co-workers.

Director of Office for Senior Resources Mike Cunningham spoke to the positive addition of another employee, Kristen Wunner, Fiscal Manager for OSR. He stated next, he will speak to the restructuring request for the OSR Kitchens. He stated the County has four (4) kitchens, one at each of the Friendship Centers. He stated they are such an important part of the OSR program. He stated there needs to be correction to some of the position titles. He stated since there have been retirements and COVID, the inaccurate titles are a bit of an obstacle with getting good replacements. He offered detail that in each kitchen they would like the following titles to staff it: Cook and Food Service Helper. He stated in the main kitchen, which is at the Koehler Center there is a Cook and two (2) Food Service Helpers. Currently the Cook position is untitled at a level 3. He stated the request is to give it the Title Cook at a grade 5 level. He stated he believes it would help with the recruiting process. He stated another challenge is getting subs. He stated when absences occur as a result of vacation, illness, etc. it is very challenging to get coverage. He stated that is why they are also requesting a floater Cook. He stated they have done that with the Driver positions in OSR and it has been very successful. He stated this year there would be no fiscal impact. He stated moving forward it is not a significant amount. He explained additionally most of the cost will be offset by the reduction of the subs that are budgeted for.

Personnel Officer Paul Eldridge expressed his support of this request.

Chairman Jonke recalled riding along with OSR to deliver meals a week or so ago. He stated he saw firsthand the value of the work and service that is provided by this department. He expressed his support for this request.

Chairman Jonke made a motion to Approve Fund Transfer 23T091/ Restructuring Office Senior Resources; Seconded by Legislator Castellano. All in favor.

**Item #7 - Approval/ Confirmation of Appointment of the Commissioner of BES/ and Personnel Updates/ County Executive Kevin Byrne**

Chairman Jonke invited Deputy County Executive Jim Burpoe to speak to this item.

Deputy County Executive Jim Burpoe stated on behalf of County Executive Byrne and himself it is a privilege to appoint Robert Lipton to the position of Commissioner of Bureau of Emergency Services. He stated Mr. Lipton has extensive knowledge, expertise, and dedication. He stated he has been serving as Deputy Commissioner of BES for over ten (10) years. He has over 41 years of volunteer services to the Fire Department and the Ambulance Corps. He has been serving as the Acting Commissioner of BES since January 1, 2023, and has done an incredible job. He explained Mr. Lipton's experience and knowledge with the grant process is very valuable to the BES. He concluded by stating with all of the unpredictable weather occurrences and the closing of Indian Point it is critical to have an individual with the knowledge, dedication and resources that Mr. Lipton brings to this position. He stated he hoped the members of the Legislature feel the same way and will confirm this appointment.

Legislator Nacerino stated she was honored to be asked to sit on the selection committee of the Commissioner of BES position. She stated the interview process spanned over two (2) days. She stated after giving serious consideration to each candidate, the selection committee unanimously recommended Robert Lipton to the County Executive. She stated the final decision was that of the County Executive. She stated she is proud to support the County Executive's decision to appointment of Robert Lipton as the Putnam County Commissioner of BES.

Legislator Castellano expressed his congratulations. He stated it has been a pleasure working with Mr. Lipton and his over 41 years of volunteer services says a lot to his commitment to his community. He stated he looks forward to the future with Mr. Lipton serving as the County's Commissioner of BES.

Chairman Jonke stated he has worked with Mr. Lipton for the past six (6) years, and he agrees no one is better for the position of Commissioner of BES than him.

Personnel Officer Eldridge stated he has worked with Mr. Lipton for a number of years and has hoped that he would become the Commissioner. He stated he relied greatly on Mr. Lipton, during the years that he was the designee to serve as backup to the County Executive at the Indian Point drills in years past. He stated he is thrilled with County Executive Byrne's appointment of Robert Lipton as Commissioner of BES.

Chairman Jonke made a motion to Approve the Confirmation of Appointment of the Commissioner of BES -Robert Lipton; Seconded by Legislator Nacerino. All in favor.

Robert Lipton expressed his appreciation for the Legislature's support.

**Item #8 - Other Business- None**

**Item #9 - Adjournment**

There being no further business at 7:08 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

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Robert Firriolo *Counsel*



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AGENDA

PERSONNEL COMMITTEE MEETING

TO BE HELD IN ROOM 318

PUTNAM COUNTY OFFICE BUILDING

CARMEL, NEW YORK 10512

Members: Chairman Jonke, Legislators Castellano & Nacerino

Thursday

6:30p.m.

April 13, 2023

1. Pledge of Allegiance
2. Roll Call
3. Approval/ Fund Transfer 23T088/ New Position Deputy County Attorney - DSS / Personnel Officer Paul Eldridge
4. Approval/ Fund Transfer 23T089/ Coordinator of Office for People with Developmental Disabilities (OPWDD)/ Personnel Officer Paul Eldridge
5. Approval/ Fund Transfer 23T090/ 12 Position Reclassifications - Highways & Facilities Department/ Personnel Officer Paul Eldridge
6. Approval/ Fund Transfer 23T091/ Restructuring Office Senior Resources/ Personnel Officer Paul Eldridge
7. Approval/ Confirmation of Appointment of the Commissioner of BES/ and Personnel Updates/ County Executive Kevin Byrne
8. Other Business
9. Adjournment

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers. 5/1/23  
A+A*

*Reso*

*Approved  
#4*

**TO: Commissioner of Finance**

**FROM: Sheila Barrett, Deputy Commissioner of Finance** *SMB*

**DEPT: Finance**

**DATE: May 1, 2023**

I hereby request approval for the following transfer of funds: (effective May 1, 2023)

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
21401000.51000.26110 Health Ed Personnel Services (Office Assistant II – SP)	11401000.51000.11122 Nursing Personnel Services (Public Health Programs Assistant Trainee)	\$ 8,583.00	Reclass position to Public Health Programs Assistant Trainee
21401000.58002 Health Education FICA	11401000.58002 Nursing FICA	\$ 657.00	Reclass FICA
11401000.51094 Nursing Temporary Services	11401000.51000.11122 Nursing Personnel Services	\$ 2,000.00	Reclass position to PH Programs Asst. Train
11401000.51093 Nursing Overtime	11401000.51000.11122 Nursing Personnel Services	\$ 4,106.00	Reclass position to PH Programs Asst. Train
	<b>Total</b>	<b>\$15,346.00</b>	

**23T113**  
SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2023 Fiscal Impact \$ -0-  
2024 Fiscal Impact Unknown

2023 APR 32 AM 9:20  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

\_\_\_\_\_  
Department Head Signature/Designee Date

**AUTHORIZATION:**

- \_\_\_\_\_  
Date Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00
- \_\_\_\_\_  
Date County Executive/Designee: \$5,000.01 - \$10,000.00
- \_\_\_\_\_  
Date Chairperson Audit/Designee: \$0-\$10,000.00
- \_\_\_\_\_  
Date Audit & Administration Committee: \$10,000.01 - \$25,000.00



## PUTNAM COUNTY DEPARTMENT OF HEALTH

1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390  
www.putnamcountyny.gov/health

A PHAB-ACCREDITED HEALTH DEPARTMENT

Kevin M. Byrne  
COUNTY EXECUTIVE

Michael J. Nesheiwat, MD  
INTERIM COMMISSIONER OF HEALTH

### Public Health Programs Assistant

- The position was previously titled Office Assistant II (SS), Grade 7. This position has been vacant since June 2022.
- The position was requested to be changed to Public Health Programs Assistant Trainee due to the nature of the work. The Public Health Programs Assistant Trainee title was requested in the 2023 and approved and adopted. The Budget was submitted in July 2022.
- At the time of the 2023 budget submission in July 2022, the grade for this position was not definitely determined. In the 2023 budget, we requested a Public Health Programs Assistant Trainee at a Grade 9 level.
- Since the budget submission, the Personnel Department continued to gather data to appropriately classify this position.
- The Personnel Department decided (and based on the CSEA contract) that since it is a trainee position, it would hold the same grade as the regular (non-trainee) title, which is a grade 12.
- One of our Health Education staff that currently holds a Grade 7, Office Assistant, (SS), applied for the position, was deemed qualified by Personnel, and was offered the job.
- Personnel deemed the position a grade 12 less one increment on the salary scale.
- Once the Health Education staff person transfers to the new position in Nursing, Health Education will have a vacancy. This position is requested to be reclassified from Office Assistant II (SS), to Public Health Programs Assistant Trainee at \$50,010.
- This request to move forward with the approval of Budgetary Amendment is to fund the Nursing Position that was put in the budget at a lower salary than what was determined to be appropriate by Personnel.

- The Health Education employee proposed to transfer to the Nursing position will receive an increase in salary of \$3,220.00 (16 years' experience and 2 Longevities).
- This position in Nursing has been vacant since July 2022 incurring a savings of \$23,851.00. In 2023, the incurred savings is \$11,781.00 through March 31, 2023.

WAO:mb

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel  
Officer

cc: all  
Pers - 5/9/23  
Approval

#5

**MEMORANDUM**

May 2, 2023

**TO:** Diane Schonfeld, Legislator, Personnel Chairman  
**FROM:** Paul Eldridge, Personnel Officer  
**SUBJECT:** New Policy – Nursing Mothers

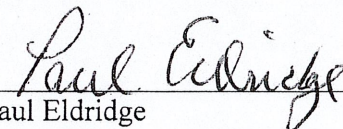
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2023 MAY - 2 PM 3:49

Recent updates to the New York State Labor Law have expanded upon existing protections for nursing mothers. The updated Labor Law section 206-c will take effect on June 7, 2023. The law expands upon the protections of nursing mothers to express breast milk at work and requires employers to ensure that:

1. Employers are providing reasonable unpaid break time;
2. They have space(s) available where an employee can express milk; and
3. A written policy is disseminated to employees annually

Please find attached a copy of Section 206-C of the Labor Law and a proposed policy that aims to comply with this legislation. This policy was researched and written by Patricia Rau from the Personnel Department and reviewed by Conrad Pasquale of the Law Department.

  
Paul Eldridge

cc: Kevin Byrne, County Executive  
James Burpoe, Deputy County Executive

attachments:  
Labor Law Section 206-C  
Proposed Policy

**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



(Rec'd 5-3-2023)  
Patricia Reu

PERSONNEL  
5/9/2023  
APPROVAL

## NURSING MOTHERS

**WHEREAS**, under New York Labor Law Section 203-c, employers are required to provide nursing mothers with a safe, clean, and private place to express breast milk during the workday; and

**WHEREAS**, Putnam County will provide an employee with reasonable unpaid break time, or the opportunity to use their available paid break time or mealtime, to express breast milk for up to three (3) years following childbirth; and

**WHEREAS**, the duration of a break can vary depending on the personal needs of the covered employee. Generally, each break shall be no less than twenty to thirty minutes, however employees can elect to take shorter breaks for this purpose if appropriate for their circumstance. The number of breaks that a covered employee will need to take may vary based on the employee's physical needs and specific circumstances. Putnam County shall provide break time at least once every three hours if requested by the employee.; now therefore be it

**RESOLVED**, that subject to any applicable agreement by and with the respective collective bargaining agents of the various employee units of the County of Putnam, the process for requesting break time to use a lactation room to express milk is as follows:

1. Prior to returning to work or as soon as possible thereafter, employees should make a request to their Department Head. The request should include the anticipated duration of request, and an approximation of the number of breaks per day the employee is requesting.
2. Department Heads should respond by providing employee with access directions for the room in that location.
3. When two or more covered employees need to use the room at the same time, the employee(s) also should contact their Department Head who will determine the process for the use of the room. The Department Head will discuss options with the employees to determine what arrangement will address each of the employee's needs. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.
4. When the lactation room is not a dedicated space, there should be a clear indication of when the room is being used as a lactation room and that it may not be used for any other purpose during that time. When possible, a schedule should be created to allow for maximum use of the space by all users.
5. Department Heads are responsible for forwarding all requests to the Personnel Department.
6. If the Department Head is concerned that a request will pose an undue hardship, they should immediately contact the Personnel Department. The Personnel Department will endeavor to assist the department in finding a solution.

**RESOLVED**, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution; and be it further

**RESOLVED**, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

# **Nursing Mothers**

## **STATEMENT OF POLICY**

Putnam County will accommodate requests from employees who need to express breast milk during the workday, in accordance with the terms and conditions of this Policy. This Policy is designed to comply with all applicable laws, including the Fair Labor Standards Act (FLSA) and New York Labor Law § 206-c.

## **DEFINITIONS**

**Employee:** All people employed by Putnam County; including full-time, part-time, and temporary workers.

**Lactation Room:** A sanitary place, other than a restroom or toilet stall, that can be used to express breast milk shielded from view and free from intrusion. The lactation room does not need to be a dedicated or permanent space. "Lactation room" shall be used to refer to the space being used by an employee for the purpose of expressing breast milk.

## **POLICY AND PROCEDURES**

### **Amount and Frequency of Time Needed**

Putnam County will provide an employee with reasonable unpaid break time, or the opportunity to use their available paid break time or mealtime, to express breast milk for up to three (3) years following childbirth.

The duration of a break can vary depending on the personal needs of the covered employee. Generally, each break shall be no less than twenty to thirty minutes, however employees can elect to take shorter breaks for this purpose if appropriate for their circumstance. The number of breaks that a covered employee will need to take may vary based on the employee's physical needs and specific circumstances. Putnam County shall provide break time at least once every three hours if requested by the employee.

### **Space Requirements**

The lactation room must include at minimum:

- A chair;
- A work surface;
- Nearby access to running water; and
- If the space is supplied with electricity, an electrical outlet

Each lactation room shall be well lit at all times through either natural or artificial light. If the room has a window, it shall be covered with a curtain, blind, or other covering to ensure privacy. Putnam County must maintain the safety and cleanliness of a lactation room set aside for the use of employees expressing breast milk at work and ensure such room is free of hazardous materials. To ensure privacy, the room should have a door equipped with a functional lock. If a door with a functional lock is not available, a sign shall be posted advising that the room is in use and not accessible to other employees or the public.

If a room designated to serve as a lactation room is also used for another purpose, the sole function of the room shall be as a lactation room while the employee is using the room to express breast milk. When an employee is using the room to express milk, Putnam County shall provide notice to other employees that the room is given preference for use as a lactation room.

A lactation room shall be in reasonable and close proximity to such employee's work area (i.e., within a walking distance that does not appreciably lengthen the break time). If the workplace/worksites has access to refrigeration, access to refrigeration shall be extended to the employee for the purposes of storing the expressed milk. Putnam County is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, regardless of the method of storage and to bring such milk home with her each evening.

Another room or location (such as a vacant office or the employee's office) also may be used as a lactation room, provided that the room/location otherwise accords to the standards set forth in this Policy. As a last resort, a cubicle may be made available as a lactation room, provided that the cubicle is fully enclosed with a partition, with walls at least seven feet tall, and otherwise accords to the standards set forth in this Policy.

#### **Process of Requesting the Use of a Lactation Room**

Covered employees have a right to request a lactation room. The process for requesting break time to use a lactation room to express milk is as follows:

1. Prior to returning to work or as soon as possible thereafter, employees should make a request to their Department Head. The request should include the anticipated duration of request, and an approximation of the number of breaks per day the employee is requesting.
2. Department heads should respond by providing employee with access directions for the room in that location.
3. When two or more covered employees need to use the room at the same time, the employee(s) also should contact their department head who will determine the process for the use of the room. The department head will discuss options with the employees to determine what arrangement will address each of the employee's needs. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.

4. When the lactation room is not a dedicated space, there should be a clear indication of when the room is being used as a lactation room and that it may not be used for any other purpose during that time. When possible, a schedule should be created to allow for maximum use of the space by all users.
5. Department heads are responsible for forwarding all requests to the Personnel Department.
6. If the department head is concerned that a request will pose an undue hardship, they should immediately contact the Personnel Department. The personnel Department will endeavor to assist the department in finding a solution.

### **ANTI-DISCRIMINATION**

It is unlawful to discriminate in any way against an employee who chooses to express milk in the workplace. Supervisors and co-workers are reminded to respect and be sensitive to an employee's choice to nurse, as well as to her other efforts to do what she considers best for her child.

- > [The Laws of New York \(/legislation/laws/all\)](/legislation/laws/all) > [Consolidated Laws of New York \(/legislation/laws/CONSOLIDATED\)](/legislation/laws/CONSOLIDATED)
- > [CHAPTER 31 Labor \(/legislation/laws/LAB/-CH31\)](/legislation/laws/LAB/-CH31) > [ARTICLE 7 General Provisions \(/legislation/laws/LAB/A7\)](/legislation/laws/LAB/A7)

	UP	
PREVIOUS	<a href="/legislation/laws/LAB/A7">ARTICLE 7</a>	NEXT
<a href="/legislation/laws/LAB/206-A">SECTION 206-A</a>	<a href="/legislation/laws/LAB/A7">General Provisions</a>	<a href="/legislation/laws/LAB/207">SECTION 207</a>
<a href="/legislation/laws/LAB/206-A">Physical examinations of females</a>	<a href="/legislation/laws/LAB/A7">(/legislation/laws/LAB/A7)</a>	<a href="/legislation/laws/LAB/207">Protection of employees at</a>
		<a href="/legislation/laws/LAB/207">switchboards</a>
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THIS ENTRY WAS PUBLISHED ON 2022-12-16 

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## SECTION 206-C

### Right of nursing mothers to express breast milk

Labor (LAB) CHAPTER 31, ARTICLE 7

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\* § 206-c. Right of nursing mothers to express breast milk. An employer shall provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following child birth. The employer shall make reasonable efforts to provide a room or other location, in close proximity to the work

area, where an employee can express milk in privacy. No employer shall discriminate in any way against an employee who chooses to express breast milk in the work place.

\* NB Effective until June 7, 2023

\* § 206-c. Right of nursing employees to express breast milk. 1. An employer shall provide reasonable unpaid break time or permit an employee to use paid break time or meal time to allow an employee to express breast milk for her nursing child each time such employee has reasonable need to express breast milk for up to three years following child birth. No employer shall discriminate in any way against an employee who chooses to express breast milk in the work place.

2. (a) Upon request of an employee who chooses to express breast milk in the workplace, an employer shall designate a room or other location which shall be made available for use by such employee to express breast milk. Such room or other location shall be a place that is: (i) in close proximity to the work area; (ii) well lit; (iii) shielded from view; and (iv) free from intrusion from other persons in the workplace or the public. Such room or other location shall provide, at minimum, a chair, a working surface, nearby access to clean running water and, if the workplace is supplied with electricity, an electrical outlet. The room or location provided by the employer for this purpose shall not be a restroom or toilet stall.

(b) If the sole purpose or function of such room or other location is not dedicated for use by employees to express breast milk, such room or other location shall be made available to such an employee when needed and shall not be used for any other purpose or function while in use by such employee. Employers shall provide notice to all employees as soon as practicable when such room or other location has been designated for use by employees to express breast milk.

(c) Where compliance with the requirements of paragraphs (a) or (b) of this subdivision is impracticable because it would impose an undue hardship on the employer by causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business, such employer shall make reasonable efforts to provide a room or other location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express breast milk in privacy. Provided, however, nothing in this subdivision shall otherwise exempt an employer from the requirements of subdivision one of this section.

(d) If the workplace has access to refrigeration, the employer shall extend such access to refrigeration for the purposes of storing the expressed milk.

3. The commissioner shall develop and implement a written policy regarding the rights of nursing employees to express breast milk in the workplace pursuant to the provisions of this section. Employers shall provide such written policy to each employee upon hire and annually thereafter, and to employees upon returning to work following the birth of a child. Such policy shall:

(a) Inform employees of their rights pursuant to this section;

(b) Specify the means by which a request may be submitted to the employer for a room or other location for use by employees to express breast milk; and

(c) Require the employer to respond to such request within a reasonable timeframe, but not to exceed five business days.

4. No employer or their agent, or the officer or agent of any corporation, partnership, or limited liability company, or any other person, shall discharge, threaten, penalize, or in any other manner



discriminate or retaliate against any employee because such employee has exercised their rights afforded under this section.

\* NB Effective June 7, 2023

(Rec'd 5-3-2023 Patricia Rau)



### LACTATION ROOM REQUEST

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Anticipated frequency: \_\_\_\_\_

Anticipated length of breaks needed: \_\_\_\_\_

I understand that it is my responsibility to inform Putnam County of any changes to my request.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

---

***For use by department/personnel***

Date received: \_\_\_\_\_ Department Head Name: \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

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Date sent to personnel: \_\_\_\_\_ Date received in personnel: \_\_\_\_\_

**Personnel Committee Mtg.**  
**May 9, 2023**  
**#6**

**FYI/Accident Report**

**Personnel Committee Mtg.**  
**May 9, 2023**  
**#7**

**FYI/ Incident Report**