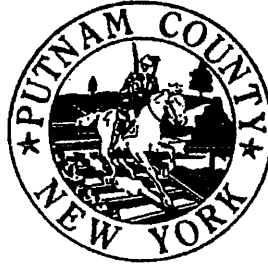


THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	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 Addonizio & Gouldman

Tuesday 6:00p.m. May 13, 2025

(Protective Services Meeting Will Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/Personnel Committee Meeting Minutes – March 11, 2025
4. Approval/ PuMA- Ratification of Collective Bargaining Agreement Reflecting Modification of PuMA Agreement (original approved R#27/2024)/ First Deputy County Attorney John Cherico
5. Approval/ Budgetary Transfer 25T079/ Additional Funding for the 2025 Salary and Benefit Costs Pursuant to the Ratified Contract Settlement Between Putnam County and the Putnam Management Association (PuMA)/ Personnel Officer Paul Eldridge
6. Approval/ Fund Transfer 25T091/ Health Department/ Former Interim Commissioner of Health – Pay Out Accruals/ Health Department Senior Fiscal Manager William Orr
7. Approval/ Budgetary Amendment 25A038/ Finance Department/ Vacancy Control Factor for 2025
8. Approval/ Budgetary Amendment 25A039/ DSS – Differential Pay to the Social Services Specialist I Employee Who is Fulfilling Duties of a Higher-Level Position for the Assumed period of Time 02/20/25- 12/31/25/ Commissioner, Department of Mental Health, Social Services, and Youth Bureau Sara Servadio

- 9. Approval/ Budgetary Amendment 25A040/ DSS - Reclassification from Senior Computer Operational Specialists to Coordinator of Information Technology/ Commissioner, Department of Mental Health, Social Services, and Youth Bureau Sara Servadio**
- 10. Discussion/Approval/ DSS – Family-Centered Case Management Services- Funds to hire Allocation Credentialed Staff to Provide Services as Approved by the NYS Office of Temporary and Disability Assistance/ Commissioner, Department of Mental Health, Social Services, and Youth Bureau Sara Servadio**
- 11. FYI/ Accident Report**
- 12. FYI/ Incident Report**
- 13. Other Business**
- 14. Adjournment**

Chairman Jonke requested clarification that this request would fund the Temporary Employee until the end of 2025. He questioned if Director McLoughlin's plan is to extend the Temporary Employee in the Budget Process.

Director Real Property Trish McLoughlin stated that is correct.

Legislator Ellner expressed his appreciation that Director McLoughlin carried her projections out to the end of the year.

Legislator Montgomery questioned if any of the positions being discussed are Civil Service positions that require an exam.

Director Real Property Trish McLoughlin stated yes, the front position is. She stated the Full-Time Employee hired did take the exam and scored in the top three (3) and was hired from the County's Civil Service list. She stated a Temporary Employee is not required to take the test.

Legislator Addonizio stated for the purpose of information for the Public, if this request is approved it will be a zero fiscal impact for 2025.

Chairman Jonke made a motion to Approve Budgetary Transfer 25T052/Real Property – Funds to Extend Temporary Part-Time Employee, Clerk; Seconded by Legislator Addonizio. All in favor.

Item #5 - Approval/ Budgetary Amendment 25T053/ DSS – Reclass Temporary Youth Aid to a Part-Time Youth Program Specialist/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio

Deputy Commissioner of Mental Health, Social Services and Your Bureau Nicolle McGuire stated this is a request for a reclass in DSS from a Temporary Youth Aid to a Part-Time Youth Program Specialist. She stated the hours will remain the same, 28 hours a week. She stated they wanted to make this employee a County worker. She stated one of the responsibilities of this individual is the Youth Business Market, which was a hit in the Summer of 2024. She spoke to the other programs this Part-Time Employee handles. She explained where the funding would be coming from and that it will be a zero fiscal impact in 2025.

Chairman Jonke made a motion to Approve Budgetary Amendment 25T053/ DSS – Reclass Temporary Youth Aid to a Part-Time Youth Program Specialist; Seconded by Legislators Addonizio. All in favor.

Item #6 - Approval/ Budgetary Amendment 25T054/ DSS – Paralegal Position – Salary/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio

Chairman Jonke stated at the request of the Commissioner Servadio and Fiscal Manager Kristen Wunner of the Mental Health, Social Services and Youth Bureau this item will be tabled to a future meeting. He stated they reported that there is additional information pending related to this request.

Chairman Jonke made a motion to Table to a Future Meeting Agenda Item #6- Budgetary Amendment 25T054; Seconded by Legislator Gouldman. All in favor.

Item #7 - Approval/ Budgetary Amendment 25T055/ DSS - Salary Increase Child Support Specialist I/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio

Deputy Commissioner of Mental Health, Social Services and Your Bureau Nicolle McGuire stated the employee in the Coordinator of Child Support position retired. She explained during the time of said position being vacant, the employee in the role of Child Support Specialist I covered the responsibilities. This request is to compensate the employee in the Child Support Specialist I position, with funds from a vacant position in their department.

Item #8 – FYI/ Accident Report – Duly Noted

Item #9 – FYI/ Incident Report – Duly Noted

Item #10 – Other Business

Item #11 – Adjournment

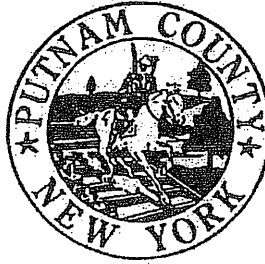
There being no further business at 6:11PM Chairman Jonke made a motion to adjourn; Seconded by Legislators Addonizio and Gouldman. All in favor.

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

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	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 Addonizio & Gouldman

Tuesday **6:00p.m.** **March 11, 2025**

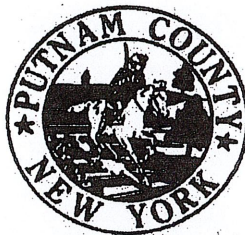
(Protective Services Mtg. to Immediately Follow)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes/December 10, 2024**
- 4. Approval/ Budgetary Transfer 25T052/Real Property – Funds to Extend Temporary Part-Time Employee, Clerk/ Director Real Property Trish McLoughlin**
- 5. Approval/ Budgetary Amendment 25T053/ DSS – Reclass Temporary Youth Aid to a Part-Time Youth Program Specialist/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio**
- 6. Approval/ Budgetary Amendment 25T054/ DSS – Paralegal Position – Salary/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio**
- 7. Approval/ Budgetary Amendment 25T055/ DSS - Salary Increase Child Support Specialist I/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio**
- 8. FYI/ Accident Report**
- 9. FYI/ Incident Report**
- 10. Other Business**
- 11. Adjournment**

JOHN B. CHERICO
First Deputy County Attorney

ANNA M. DIAZ
Senior Deputy County Attorney

CONRAD J. PASQUALE
Senior Deputy County Attorney



C. COMPTON SPAIN
County Attorney

DEPARTMENT OF LAW

cc: all Pers Reso
HEATHER M. ABISSI
Senior Deputy County Attorney

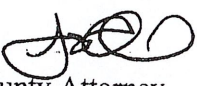
MAT C. BRUNO, SR.
Risk Manager

LOWELL R. SIEGEL
Deputy County Attorney

#4

MEMORANDUM:

TO: Diane Schonfeld, Clerk
Putnam County Legislature

FROM: John B. Cherico 
First Deputy County Attorney

DATE: April 28, 2025

RE: PuMA – Ratification of Collective Bargaining Agreement Resolution

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 MAY -7 AM 11:32

Enclosed please find the resolution prepared regarding the PuMA Ratification of Collective Bargaining Agreement. Kindly place this matter on the next Personnel Committee Agenda. Please also note that the date of the Personnel Committee meeting needs to be added to the attached resolution.

Thank you for your attention to this matter. Kindly contact me if you have any questions or concerns.

JBC:jn

Enc.

cc: James Burpoe
Deputy County Executive

48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512

Tel. (845) 808-1150 / Fax (845) 808-1903*
*This office will not accept service via facsimile

RATIFICATION OF PUMA COLLECTIVE BARGAINING AGREEMENT

WHEREAS, the negotiating teams for the Putnam Management Association (“PuMA”) and the County of Putnam (“the County”) conferred at various times in 2025 to discuss certain amended contract language and terms and conditions of employment; and

WHEREAS, PuMA and the County have come to an Agreement concerning the terms and conditions of the employment of its members for the years January 1, 2024 through December 31, 2027; and

WHEREAS, a Memorandum of Agreement (“MOA”) was executed by Putnam County Executive Kevin M. Byrne and Amanda Hanaburgh, in which all of the terms and conditions of employment of its members were outlined; and

WHEREAS, the membership of PuMA met on April 22, 2025 to vote to ratify the MOA; and

WHEREAS, the Personnel Committee also met and discussed the terms of the MOA on May _____, 2025; and

WHEREAS, the Legislature is in agreement with the Administration and the negotiating teams that the MOA is in the best interests of both the County and the membership of PuMA; now therefore be it

RESOLVED, the Putnam County Legislature hereby approves and ratifies the Memorandum of Agreement, dated March 25, 2025 which was entered into with Putnam Management Association for the period of January 1, 2024 through and including December 31, 2027.

2/13/25

MEMORANDUM OF AGREEMENT

By and Between the

County of Putnam

and the

Putnam Management Association

WHEREAS, the County of Putnam ("County") and the Putnam Management Association ("PuMA") are signatories to a Collective Bargaining Agreement for the term January 1, 2024 – December 31, 2027 ("Agreement"); and

WHEREAS, the parties hereto agree that it is in their mutual best interests to modify and extend the Agreement pursuant to the terms set forth herein; and

WHEREAS, the parties have engaged in good faith negotiations to effectuate and enter into the Memorandum of Agreement herein.

NOW, THEREFORE, AS AND FOR A MEMORANDUM OF AGREEMENT, it is hereby agreed as follows:

1. The parties agree to modify and extend the January 1, 2024 through December 31, 2027 Collective Bargaining Agreement as set forth herein. All other provisions of the Agreement shall remain unchanged except modification of dates and any other housekeeping language mutually agreed upon. Members of the respective negotiating teams agree to support the ratification/approval of this Memorandum of Agreement.

2. Term of the Agreement.

January 1, 2024 – December 31, 2028.

3. Article IV, Section F, Salary.

Effective January 1, 2024: Each member's salary shall be increased by 2.75%.

Effective January 1, 2025: Each member's salary shall be increased by 2.75%.

Effective January 1, 2026: Each member's salary shall be increased by 2.75%.

2/13/25

Effective January 1, 2027: Each member's salary shall be increased by 2.75%.

Effective January 1, 2028: Each member's salary shall be increased by 3.00%.

4. Article VI, Holidays with Pay, Section A.


Effective June 19, 2025, Juneteenth shall be added as a paid holiday.

5. This Memorandum of Agreement shall be subject to ratification and approval by the Putnam County Legislature and the Putnam Management Association.

COUNTY OF PUTNAM

By: 

Kevin M. Byrne, County Executive

 Dated: February 25, 2025
March

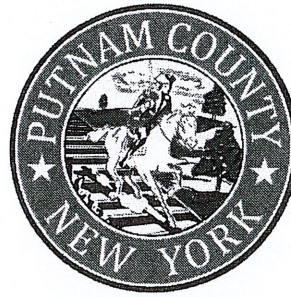
PUTNAM MANAGEMENT ASSOCIATION

By: 

Amanda Hanaburgh, President,

Dated: February 18, 2025

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

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

RE: **Budgetary Transfer – 25T079**

DATE: March 31, 2025

LEGISLATURE
PUTNAM COUNTY
CARROLL, NY

2025 APR 28 PM 3:33

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

General Fund

Increase Appropriations:

10102000	51000	Personnel Services	288.00
10102000	58002	Social Security	22.00
10120000	51000	Personnel Services	318.00
10120000	58002	Social Security	24.00
22071000	51000	Personnel Services	213.00
22071000	58002	Social Security	16.00
10033000	51000	Personnel Services	483.00
10033000	58002	Social Security	37.00
10108000	51000	Personnel Services	213.00
10108000	58002	Social Security	16.00
10116500	51000	Personnel Services	95.00
10116500	58002	Social Security	7.00
10120000	51000	Personnel Services	451.00
10120000	58002	Social Security	35.00
10142000	51000	Personnel Services	171.00
10142000	58002	Social Security	13.00
10143000	51000	Personnel Services	556.00
10143000	58002	Social Security	43.00
10144000	51000	Personnel Services	435.00
10144000	58002	Social Security	34.00

10168000	51000	Personnel Services	474.00
10168000	58002	Social Security	37.00
10311000	51000	Personnel Services	251.00
10311000	58002	Social Security	19.00
10401000	51000	Personnel Services	337.00
10401000	58002	Social Security	26.00
10661000	51000	Personnel Services	393.00
10661000	58002	Social Security	30.00
10677900	51000	Personnel Services	156.00
10677900	58002	Social Security	12.00
10762000	51000	Personnel Services	171.00
10762000	58002	Social Security	13.00
			<hr/>
			\$ 5,389.00

Decrease Appropriations:

10199000	54980	Contingency	\$ 5,389.00
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Fiscal Impact - 2025 - \$5,389

Fiscal Impact - 2026 - TBD

This budgetary transfer is recommended to provide additional funding for the 2025 salary and benefit costs pursuant to the ratified contract settlement between Putnam County and the Putnam Management Association (**PuMa**). Please refer to Director Eldridge's memorandum to the Legislature.

Position Number	Position Number Description	Current Effective Date	Location Code Description	Group/Bargaining Unit Code	Org Code	Object Code	Annual Pay @ 2025 Adoption	Inc %	Inc \$	FICA	Total	Annual Pay @ 2025 Revised
116510123	VICTIM/WITNESS ASST	01/01/2025	DIST ATTY	PUMA	10116500	51000	\$ 37,987	0.25%	\$ 95	\$ 7	\$ 102	\$ 38,082
142010116	PARALEGAL	01/01/2025	LAW DEPT	PUMA	10142000	51000	\$ 68,513	0.25%	\$ 171	\$ 13	\$ 184	\$ 68,684
143010103	PR PERSONNEL SPEC	01/01/2025	PERSONNEL	PUMA	10143000	51000	\$ 87,071	0.25%	\$ 218	\$ 17	\$ 235	\$ 87,289
143010106	PERSONNEL SPECIALIST	03/03/2025	PERSONNEL	PUMA	10143000	51000	\$ 63,000	0.25%	\$ 158	\$ 12	\$ 170	\$ 63,158
143010108	SR PERSONNEL SPEC	01/01/2025	PERSONNEL	PUMA	10143000	51000	\$ 72,000	0.25%	\$ 180	\$ 14	\$ 194	\$ 72,180
144010106	FED FUNDED PROGRAM MANAGER	01/01/2025	DPW - ENG	PUMA	10144000	51000	\$ 86,988	0.25%	\$ 217	\$ 17	\$ 234	\$ 87,205
144010109	PROJECT MANAGER	01/01/2025	DPW - ENG	PUMA	10144000	51000	\$ 87,208	0.25%	\$ 218	\$ 17	\$ 235	\$ 87,426
168010113	IT SYSTEM SPECIALIST	01/01/2025	IT/GIS	PUMA	10168000	51000	\$ 70,853	0.25%	\$ 177	\$ 14	\$ 191	\$ 71,030
168010115	IT SYSTEMS SPECIALIST	01/01/2025	IT/GIS	PUMA	10168000	51000	\$ 65,403	0.25%	\$ 164	\$ 13	\$ 177	\$ 65,567
168010123	IT SYSTEMS SPECIALIST	01/01/2025	IT/GIS	PUMA	10168000	51000	\$ 53,300	0.25%	\$ 133	\$ 10	\$ 143	\$ 53,433
311010129	FISCAL MANAGER	01/01/2025	SHERIFF	PUMA	10311000	51000	\$ 100,435	0.25%	\$ 251	\$ 19	\$ 270	\$ 100,686
401010111	SR FISCAL MANAGER	01/01/2025	HEALTH	PUMA	10401000	51000	\$ 134,809	0.25%	\$ 337	\$ 26	\$ 363	\$ 135,146
431013101	SPOA COORD-CHLDN SVC	01/13/2025	MNTL HLTH	PUMA	10033000	51000	\$ 94,697	0.25%	\$ 237	\$ 18	\$ 255	\$ 94,934
431013102	SPOA COORD - ADULT	01/01/2025	MNTL HLTH	PUMA	10033000	51000	\$ 85,348	0.25%	\$ 213	\$ 16	\$ 229	\$ 85,561
601008103	COORD CHILD SUPP ENF	02/25/2025	DSS	PUMA	10108000	51000	\$ 114,942	0.25%	\$ 287	\$ 22	\$ 309	\$ 115,229
601020110	DIR ELIGIBILITY	01/01/2025	DSS	PUMA	10120000	51000	\$ 65,403	0.25%	\$ 164	\$ 13	\$ 177	\$ 65,567
601020120	PARALEGAL	01/01/2025	DSS	PUMA	10120000	51000	\$ 127,177	0.25%	\$ 318	\$ 24	\$ 342	\$ 127,495
601020124	FISCAL MANAGER	01/01/2025	DSS	PUMA	10120000	51000	\$ 115,000	0.25%	\$ 288	\$ 22	\$ 310	\$ 115,288
601303103	DIRECTOR OF CHILD ADVOCACY CENTER	01/01/2025	DSS CAC	PUMA	10102000	51000	\$ 85,000	0.25%	\$ 213	\$ 16	\$ 229	\$ 85,213
601303105	COORD CHILD ADVOC CENTER	01/27/2025	DSS CAC	PUMA	22071000	51000	\$ 46,125	0.25%	\$ 115	\$ 9	\$ 124	\$ 46,240
661010104	SECR TO ELEC BOARD	01/01/2025	CONSUMERS	PUMA	10661000	51000	\$ 46,125	0.25%	\$ 115	\$ 9	\$ 124	\$ 46,240
661010106	SECY TO PLUMB BOARD	01/01/2025	CONSUMERS	PUMA	10661000	51000	\$ 65,310	0.25%	\$ 163	\$ 12	\$ 175	\$ 65,473
661010110	DIRECTOR OF CODE ENF	01/01/2025	CONSUMERS	PUMA	10661000	51000	\$ 62,340	0.25%	\$ 156	\$ 12	\$ 168	\$ 62,496
677910104	SENIOR CENTER MANAGER	01/01/2025	OSR GEN	PUMA	10679000	51000	\$ 68,562	0.25%	\$ 171	\$ 13	\$ 184	\$ 68,733
761110102	SENIOR CENTER MANAGER	01/01/2025	OFA REC	PUMA	10762000	51000	\$ 2,001,984		\$ 5,005.00	\$ 384.00	\$ 5,389.00	\$ 2,006,989.00

PAUL ELDRIDGE
PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

M · E · M · O · R · A · N · D · U · M

2025 APR 28 PM 3:37
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Diane Schonfeld, Clerk to the County Legislature
FROM: Paul Eldridge, Personnel Officer
DATE: April 28, 2025
SUBJECT: Memorandum of Agreement Reflecting a Modification of PuMA agreement
(1/1/24 through 12/31/27)

On behalf of County Executive Kevin M. Byrne, attached please find a Memorandum of Agreement (MOA) reflecting the modification and extension of the current PuMA bargaining unit agreement. Please place this item on the Personnel Committee agenda for the May 13, 2025 meeting. The PuMA membership, after a 15-day notice to their members as per a requirement in their by-laws, voted and approved this MOA on Friday, April 18, 2025. I was notified by PuMA President Amanda Hanaburgh on Wednesday, April 23rd of its passage.

Attached please find the fully executed Memorandum of Agreement for the contract period January 1, 2024, through December 31, 2028. This was presented and discussed in executive session at the Audit Committee Meeting of March 24, 2025.

Several factors were taken into consideration regarding this modification. Most importantly, this MOA brings PuMA members more in line with other county bargaining unit employees.

The appropriate budgetary transfer (25T079) has been prepared and sent by the Commissioner of Finance under separate cover.

Thank you.

Paul Eldridge
Paul Eldridge
Personnel Officer

CC: Kevin M Byrne, County Executive
James Burpoe, Deputy County Executive
Compton Spain, County Attorney
Michael Lewis, Commissioner of Finance
Michele Alfano-Sharkey, County Auditor

Attachment: PuMA Memorandum of Agreement 1/1/2024-12/31/2028

2/13/25

MEMORANDUM OF AGREEMENT

By and Between the

County of Putnam

and the

Putnam Management Association

WHEREAS, the County of Putnam ("County") and the Putnam Management Association ("PuMA") are signatories to a Collective Bargaining Agreement for the term January 1, 2024 – December 31, 2027 ("Agreement"); and

WHEREAS, the parties hereto agree that it is in their mutual best interests to modify and extend the Agreement pursuant to the terms set forth herein; and

WHEREAS, the parties have engaged in good faith negotiations to effectuate and enter into the Memorandum of Agreement herein.

NOW, THEREFORE, AS AND FOR A MEMORANDUM OF AGREEMENT, it is hereby agreed as follows:

1. The parties agree to modify and extend the January 1, 2024 through December 31, 2027 Collective Bargaining Agreement as set forth herein. All other provisions of the Agreement shall remain unchanged except modification of dates and any other housekeeping language mutually agreed upon. Members of the respective negotiating teams agree to support the ratification/approval of this Memorandum of Agreement.

2. Term of the Agreement.

January 1, 2024 – December 31, 2028.

3. Article IV, Section F, Salary.

Effective January 1, 2024: Each member's salary shall be increased by 2.75%.

Effective January 1, 2025: Each member's salary shall be increased by 2.75%.

Effective January 1, 2026: Each member's salary shall be increased by 2.75%.

2/13/25

Effective January 1, 2027: Each member's salary shall be increased by 2.75%.

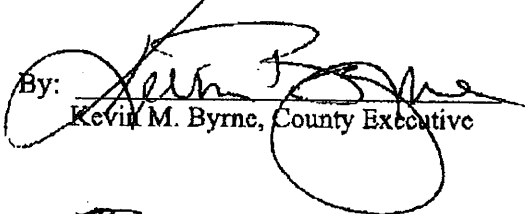
Effective January 1, 2028: Each member's salary shall be increased by 3.00%.

4. **Article VI, Holidays with Pay, Section A.**

Effective June 19, 2025, Juneteenth shall be added as a paid holiday.

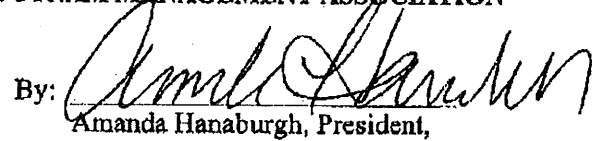
5. This Memorandum of Agreement shall be subject to ratification and approval by the Putnam County Legislature and the Putnam Management Association.

COUNTY OF PUTNAM

By: 
Kevin M. Byrne, County Executive

Dated: ~~February~~ ²⁵ ~~March~~, 2025

PUTNAM MANAGEMENT ASSOCIATION

By: 
Amanda Hanaburgh, President,

Dated: February ¹⁸, 2025

COUNTY OF PUTNAM

cc: all
Pers 5/13/25
AVA
5/22/25
Reso
#6

FUND TRANSFER REQUEST #57

TO: Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DEPT: Health
DATE: April 2, 2025

2025 APR 14 PM 2:55
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
11401000-51000 (11120) Public Health Nurse Vacancy	10401000-51000 (10116) Administration Interim Comm Health	\$10,321.00
11401000-51000 (11120) Public Health Nurse Vacancy	10401000-51000 (10116) Administration	10,321.00
11401000-51000 (11120) Public Health Nurse Vacancy	10401000-51000 (10116) Administration	18,000.00
TOTAL:		\$38,642.00

PURPOSE:
Pay out accruals for former Interim Commissioner of Health.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

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

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

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

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

25T091

MICHAEL LEWIS
COMMISSIONER OF FINANCE



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: Sheila M. Barrett, First Deputy Commissioner of Finance *SMB*

Re: Budgetary Amendment - **25A038**

Date: April 29, 2025

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

Decrease estimated appropriations:

10141000.51000	Personnel Services	21,179
10141000.58002	FICA	1,620
10141000.51000	Personnel Services	15,114
10141000.58002	FICA	1,156
10141100.51000	Personnel Services	17,425
10141100.58002	FICA	1,333
10142000.51000	Personnel Services	34,040
10142000.58002	FICA	2,604
10143000.51000	Personnel Services	23,908
10143000.58002	FICA	1,829
10168000.51000	Personnel Services	10,272
10168000.58002	FICA	786
10168000.51000	Personnel Services	29,886
10168000.58002	FICA	2,286
10314000.51000	Personnel Services	21,693
10314000.58002	FICA	1,660
10314000.51000	Personnel Services	27,598
10314000.58002	FICA	2,111
10314000.51000	Personnel Services	28,547
10314000.58002	FICA	2,184
10314000.51000	Personnel Services	11,002
10314000.58002	FICA	842
10314000.51000	Personnel Services	4,524
10314000.58002	FICA	346
10314000.51000	Personnel Services	17,316
10314000.58002	FICA	1,325
10711000.51000	Personnel Services	16,176
10711000.58002	FICA	1,238

Decrease estimated revenue

10131000.427705	Vacancy Control Factor	\$ 300,000
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- Pers - may 13
- Audit 5/22
Reso
CC: All
#7

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY
MAY - 2 AM 10:15

Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to provide the Vacancy Control Factor for 2025.
Please forward to the appropriate committee.

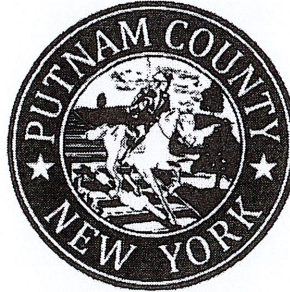
Approved:

Kevin M. Byrne
County Executive

VACANCY CONTROL FACTOR
January - April 2024

Object		Project Code	Title	51000	58002	Total
Org Code	Code					
10141000	51000		Records Clerk/Typist	21,179.00	1,620.00	22,799.00
10141000	51000		Records Clerk/Typist	15,114.00	1,156.00	16,270.00
10141100	51000		MV Cashier Examiner	17,425.00	1,333.00	18,758.00
10142000	51000		Deputy County Attorney	34,040.00	2,604.00	36,644.00
10143000	51000		Senior Personnel Specialist	23,908.00	1,829.00	25,737.00
10168000	51000		Real Property System Supervisor	10,272.00	786.00	11,058.00
10168000	51000		Deputy Director of IT/GIS	29,886.00	2,286.00	32,172.00
10314000	51000		Probation Officer I	21,693.00	1,660.00	23,353.00
10314000	51000		Probation Officer I	27,598.00	2,111.00	29,709.00
10314000	51000		Probation Officer II/Senior Probation Officer	28,547.00	2,184.00	30,731.00
10314000	51000		Treatment Court Coordinator	11,002.00	842.00	11,844.00
10314000	51000		Probation Assistant	4,524.00	346.00	4,870.00
10314000	51000		Probation Assistant	17,316.00	1,325.00	18,641.00
10711000	51000		Laborer	16,176.00	1,238.00	17,414.00
				278,680.00	21,320.00	300,000.00

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

cc:all
Pers 5/13/25
A+A 5/22/25

Reso
#8

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: Budgetary Amendment – 25A039
DATE: May 6, 2025

2025 MAY - 7 PM 3:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND

INCREASE APPROPRIATIONS:

10104000 51091	PAY DIFFERENTIAL	\$ 5,228.00
		\$ 5,228.00

DECREASE APPROPRIATIONS:

10104000 51000 (105)	PERSONNEL SERVICES	\$ 5,228.00
	Senior Typist	\$ 5,228.00

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

Please refer to the attached memorandum from Fiscal Manager Wunner regarding this budgetary amendment.

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 6, 2025

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, C dated February 14, 2010, I am advising you of the following 2025 budgetary amendment which has been submitted for approval.

Increase Appropriations:

10104000 51091	Social Services Admin MA ELGB Pay Differential	<u>\$5,228.00</u>
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Decrease Appropriations:

10104000 51000	Personnel Services	<u>\$5,228.00</u>
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2025 Fiscal Impact – 0-

2026 Fiscal Impact -0-

25A039

This request is for your review to approve the pay differential directly related to the Social Services Supervisor position within the Medicaid unit while the current incumbent is on leave. A current Social Services Specialist I is fulfilling duties of a higher level since 2/20/25, and will remain with these duties until incumbent returns to the office. Assumed is a term of 02/20/2025 - 12/31/2025. This request will compensate the employee for their efforts in supervision and execution of tasks and responsibilities to that of the Social Services Supervisor. Compensation equates to \$3.3189/hour (Grade 15, Step 2, 3 Longevities). To support the increase, funds are being utilized from a vacant Senior Typist position within the Medicaid unit.

AUTHORIZATION:

Date	Department of Finance/Designee: Initiation by \$0 - \$5,000.00
Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00
Date	Chairperson Audit/Designee: \$0 - \$10,000.00
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00

cc: all
Pers 5/13/25
A+A 5/22/25

Re: 50
#9



MICHAEL J. LEWIS
Commissioner of Finance

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

May 6, 2025

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

2025 MAY - 7 PM 3:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, C dated February 14, 2010, I am advising you of the following 2025 budgetary amendment which has been submitted for approval.

Increase Estimated Revenues:

10601000 436101	Social Servies Program ADMN	\$1,119
10601000 446101	ADMN Social Services	\$2,239
	Total Estimated Revenues	\$3,358

Increase Appropriations:

10116000 51000 (101)	Personnel Services-SS ADMN WMS	\$4,477
	Total Appropriations	\$4,477

of Coordinator of Information Technology

Decrease Contingencies

General Contingencies	\$1,119
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2025 Fiscal Impact -\$1,119-
2026 Fiscal Impact -\$2,308-

25A040

This request is for your review to amend the 2025 Department of Social Services budget to include a reclassification from Senior Computer Operational Specialist to Coordinator of Information Technology retroactive to January 1, 2025. A classification form was submitted to Personnel and based upon the work duties performed, the new title has been classified as Coordinator of Information Technology.

AUTHORIZATION:

Date	Department of Finance/Designee: Initiation by \$0 - \$5,000.00
Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00
Date	Chairperson Audit/Designee: \$0 - \$10,000.00
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



**DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU**

MEMORANDUM

May 6, 2025

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2025 Budgetary Amendment

Together with Personnel Officer Paul Eldridge, your approval is requested to amend the 2025 Department of Social Services budget to include a reclassification from **Senior Computer Operational Specialist** to **Coordinator of Information Technology** retroactive to January 1, 2025. A classification form was submitted to Personnel and based upon the work duties performed, the new title has been classified as **Coordinator of Information Technology**

Senior Computer Operation Specialist (Grade 17, Step 4, 1 Longevity)	\$88,713
Coordinator of Information Technology (Grade 19, Step 3, 1 Longevity)	\$93,190
Total Increase in Expense:	\$4,477

Increase Estimated Revenue:

10601000	SOCIAL SERVICES PROGRAM ADMN	
436101	ADM SOCIAL SERVICES	\$1,119
446101	ADM SOCIAL SERVICES	\$2,239
	Total Estimated Revenues	\$3,358

Increase Appropriations:

10116000	SS PROGRAM ADMN WMS	
51000 (101)	PERSONNEL SERVICES	\$4,477
	Total Appropriations	\$4,477
	Fiscal Impact (25)	- \$1,119 -
	Fiscal Impact (26)	- \$2,308 -

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

Attachments:

Classification / Reclassification Notice – 5/2/25
Coordinator of Information Technology Job Specification

cc: Paul Eldridge, Personnel Officer
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau
Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

PAUL ELDRIDGE
PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

May 2, 2025

Classification/Reclassification Notice

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

Via email

Dear Commissioner Servadio,

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- ☒ Job Classification Questionnaire (Form 220) Dated 4/3/2025 submitted on behalf of [REDACTED]
- ☐ New Position Duties Statement (Form 222) Dated _____
- ☐ Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Coordinator of Information Technology in the Competitive jurisdictional classification. Please see requirements below.

Please Note:

- ☒ Competitive Jurisdictional Classification requires: Permanent appointment from an appropriate eligible list, now or subsequent to an approved provisional appointment, should this position be adopted as a position in your department or agency.
- ☐ Non-Competitive Jurisdictional Classification requires: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- ☐ Labor Jurisdictional Classification requires: Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- ☐ Exempt Jurisdictional Classification requires: Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

In order to best assess next steps, we will need some information from your department/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

If you have any questions regarding this notice, please contact our office.

Sincerely,

A handwritten signature in cursive script, appearing to read "Virginia Redlon", is written over a horizontal line.
Virginia Redlon
Senior Personnel Specialist

Putnam County Personnel Department
Classification/Reclassification Checklist

Name: _____ Title: _____

Municipality: _____ Department: _____

Preferred contact information: _____

For employee title re-classification:

- ☐ We plan on moving forward with this classification. Please advise as to next steps.
- ☐ We have financial approval for this classification, please send the current eligible list/order exam.
- ☐ We do not plan on moving forward with this classification. Please advise as to next steps.
- ☐ We do not agree with this decision. Please advise as to next steps.

For new titles:

- ☐ We plan on moving forward with this classification.
- ☐ We have financial approval for this classification, please send the current eligible list/order exam.
- ☐ We have a provisional/internal applicant we would like to place in this position.

The name of the employee is _____

- ☐ We do not have an internal applicant and/or we would like to hold an Open Competitive Exam if there is no list.

The approved salary for this title is: _____

Important Notes:

- Position(s) titles listed as PJC (pending jurisdictional classification) will require a request by our office to the New York State Civil Service Commission for approval to add such titles to the Putnam County Civil Service Rules and Appendices. Please contact our office for further guidance.
- Before appointing a provisional- **please be sure that they meet the minimum qualifications.** They will not be allowed to take the test if they do not meet the minimum qualifications.
- Provisional appointments will affect your employee probationary period. As per recent NYS legislation, *all* time spent as a provisional must count as part of the probationary period. Therefore, if an employee is provisional longer than the probationary period, once they receive their permanent appointment, they will be permanent and no longer on probation.

COORDINATOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible technical position accountable for overall administration, maintenance and operations of a wide variety New York State computer systems (including equipment as well as proprietary applications) for the County Department of Social Services & Mental Health. Responsibilities include LAN/WAN administration, security, access control, database management, troubleshooting, user assistance, and hardware and software maintenance. Work is performed under general supervision of the Commissioner of Social Services & Mental Health or other high-level administrator, requiring the exercise of independent judgment in carrying out details of the work. Supervision is exercised over computer operations specialists, and/or other technical and clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as LAN/WAN Administrator for New York State applications and databases used by the Putnam County Department of Social Services, including but not limited to, Human Services Enterprise Network (HSEN), NYeNET/LDAP, New York State Health Provider Network, New York State Dept of Labor and Dept of Health systems, New York State Welfare Management System (WMS) and Transaction Terminal Security System (TTSS) and other legacy systems, Child Support Management System (CSMS), Office for Children & Family Services (OCFS) databases, Welfare Reporting and Tracking System (WRTS), Benefits Issuance Control System, IEDR, SQL Server, Connections, A\$SETS, ASAP, WTW CMS, Attachmate, Centraport and successor applications;

Coordinates all calls to the NYS Customer Care Help Desk;

Maintains and installs software and upgrades applications;

Troubleshoots and resolves department and employee issues with proprietary State computer applications;

Authorizes security functions for access to mainframe applications;

Performs account maintenance, creating new accounts, deleting accounts, and updating the user directory;

Maintains and installs software, updates, and equipment, including network cable;

Repairs, maintains, and transports hardware including but not limited to computers, printers and copiers, scanners, etc.;

Troubleshoots computer hardware, software, and user problems;

Troubleshoots and resolves department and employee issues with proprietary State computer applications;

Responsible for security integrity of WMS and related systems;

Prepares and oversees the preparation of a variety of periodic system-generated reports as required;

Responsible for the purchasing of equipment, peripherals and consumables such as computers, tablets, printers, webcams, toner, print cartridges, surge protectors, network cables, etc.;

Keeps inventory of new and decommissioned department hardware, and records primary users;

Maintains a schedule of periodic recycling of obsolete/broken hardware and technology;

Attends State IT meetings and provided trainings;

Reviews changes in State and department policies and procedures, and informs affected units accordingly;

Keeps abreast on new industry developments, methodologies, software and hardware, and peripheral equipment, and provide recommendations to improve network productivity and functionality;

Assists in the formulation of policies and procedures for departmental administration, technology, training and education needs;

Works closely with the County IT Department regarding troubleshooting, installation of new equipment, needs analysis and recommendations;

COORDINATOR OF INFORMATION TECHNOLOGY (cont'd)

Assists the department administration in planning for the system needs of the department;
Assists with annual departmental budget preparations in relationship to departmental training and system needs;
Makes recommendations regarding technical staffing needs, including reviewing and interviewing applicants;
Provides technology assistance as required for all training sessions using the web, telephone systems, and other technology and equipment;
May provide training to departmental employees in specific areas of responsibility;
Performs a variety of related activities as required and as systems change.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of LAN and WAN administration and computer networking; thorough knowledge of the principles and practices of computer systems (hardware/software) troubleshooting; excellent technical skills and analytic capabilities; ability to maintain complex computer network systems; ability to analyze jobs, functions and problems, to plan and provide appropriate training; ability to plan and supervise the work of others; ability to effectively communicate both verbally and in writing; ability to establish and maintain effective working relationships with others; initiative; resourcefulness; good judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree in Computer Science, Management Information Systems, Information Technology or closely related field and four (4) years of experience in computer systems maintenance, which must have involved administration or provision of training programs; or
- b) Bachelor's Degree including or supplemented by thirty (30) credit hours in Management Information Systems, Computer Science, Information Technology or a closely related field and six (6) years of experience in computer systems maintenance, which must have involved administration or provision of training programs; or
- c) An equivalent combination of training and experience as defined by the limits of a) and b) above.

SUBSTITUTION NOTE: Full-time paid experience in teaching or in planning, developing and supervision of in-service training may be substituted for up to two (2) years of the required experience on a year-for-year basis.

PLEASE NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



cc: all
Pers. 5/13/25
Need budgetary

Discussion/Approval


#10

DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

DATE: May 7, 2025

TO: Legislature Paul Jonke
Personnel Committee

FROM:  Kristen Wunner, Fiscal Manager of Mental Health, Social Services & Youth Bureau

SUBJECT: Discussion: 24-LCM-07 Family-Centered Case Management Services

2025 MAY - 7 PM 3:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

The Department of Social Services has received funding for **Family-Centered Case Management Services** with the current program period being July 1, 2024 – June 30, 2025. This allocation is for the purpose of hiring appropriately credentialed / experienced staff to provide case management services for families who are having difficulty stabilizing their households and transitioning towards greater financial security in accordance with Putnam's plan approved by the NYS Office of Temporary and Disability Assistance.

Since November 2024, the Department of Social Services has been working together with Personnel Officer Paul Eldridge on the job specifications that best fit this program as it is approved by OTDA. If approved, budgetary amendment to follow for Audit Committee meeting on May 22, 2025.

Thank you for your time and consideration.

cc: Sara Servadio, Commissioner of Mental Health, Social Service & Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services & Youth Bureau



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-07
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	July 16, 2024
Subject:	Allocations for SFY 2024-2025 Family-Centered Case Management Services
Contact Person(s):	Kyle Miller (Employment and Advancement Services): Kyle.Miller2@otda.ny.gov or (518) 473-1457
Attachments:	<u>Attachment A – 2024-2025 Family-Centered Services Allocations by District</u> <u>Attachment B – 2024-2025 Family-Centered Services Program Plan</u>

Section 2

I. Purpose

The New York State Fiscal Year 2024-2025 Budget appropriates \$17.2 million in Temporary Assistance for Needy Families (TANF) funds for social services districts (districts) to hire appropriately credentialed/experienced staff to provide case management services for families who are having difficulty stabilizing their households and transitioning toward greater financial security. The purpose of this Local Commissioners Memorandum (LCM) is to notify districts of their allocations, to provide general guidance for use of this funding, and to request that each district inform the Office of Temporary and Disability Assistance (OTDA) of their plans for administration of their allocations by no later than August 30, 2024. Each district is expected to ensure its use of these resources adheres to the guidelines established in this LCM, as expenditures deviating from these guidelines will not be reimbursed.

II. Background

Districts across New York State will benefit from additional staff and resources to support the needs of families whose circumstances require a more intensive level of case management and specialized services to achieve financial stability and well-being. The target population includes households with complex needs such as mental health conditions, developmental disabilities, substance use disorders, homelessness and/or those experiencing domestic violence.

The Family-Centered Services initiative provides funding intended to support hiring between 1 to 7 full-time credentialed or appropriately experienced staff per district to provide a range of case management services that could include but not be limited to in-depth assessments, crisis intervention, resource navigation, and peer supports to stabilize household conditions for TANF eligible families. The funding allocations which determine how many Family-Centered Services staff

each district will be able to hire were calculated based on caseload size. The complete list of allocations for this initiative can be found in Attachment A.

III. Program Implications

Program Design

Districts have flexibility in determining how the credentialed/experienced staff hired through the Family-Centered Services initiative would best be utilized to support their program and client population needs. Districts may have these staff support their general Family Assistance (FA) and/or Safety Net Assistance Maintenance of Effort (SNA-MOE) applicant and recipient populations (case types 11, 12, and those type 16 and 17 that are SNA-MOE [i.e., State charge code 63 or 64]). They could also choose to target the program toward a specific FA or TANF 200% eligible population for whom there is a marked need for additional resources, such as families experiencing homelessness. Activities recommended by OTDA for Family-Centered Services staff include, but are not limited to:

- Providing assessments to determine whether individuals need specialized services to progress and potentially identifying unaddressed treatment, rehabilitation and support needs to guide employment planning;
- Assisting individuals with complex care needs in navigating State and federal benefits programs to ensure they receive all benefits to which they're entitled and do not fall out of program compliance.
- Connecting clients with behavioral health needs to Single Point of Access (SPOA) and Children's Single Point of Access (CSPOA). Where appropriate, helping clients through the process of applying for Social Security benefits and obtaining the necessary documentation;
- Identifying client treatment, rehabilitation and support needs and linking them to the necessary providers while acting as liaison to ensure the treatment is high-quality and consistent with their goals for family stabilization and well-being. Monitoring individuals' ongoing progress and ensuring they receive the supportive services to attend appointments when needed;
- When appropriate, providing direct support to assist individuals currently undergoing crisis situations including crisis intervention and connection to local crisis services, same-day assistance navigating the process of applying to have immediate needs met, or peer navigation;
- Working with district workers to determine the types of activities and the number of hours to include in applicant/recipient employment plans and providing ongoing guidance in case decision-making and how to interact effectively with individuals;
- Training staff in how to best identify and work with individuals and families with issues such as mental health disabilities, substance use, homeless/unhoused, and domestic violence;
- Identifying and maintaining partnerships with other community-based treatment and supportive service providers to ensure a strong referral network is in place. Participating actively in any existing Children's System of Care infrastructure in collaboration with the county mental hygiene department's Director of Community Services (DCS). This is a key component of ensuring that local funding and resources are coordinated and utilized for maximum benefit. It is important that staff hired through this initiative believe that recovery is possible and strive for seamless service provision and "warm handoffs" for the families served;
- Coaching households on locating and retaining housing, including building positive relationships with landlords and temporary housing providers; and
- Providing case management for unhoused families placed in hotels/motels where there is not a service provider present.

FA and SNA-MOE individuals and families determined to be in need of these services would be directed to the Family-Centered Services staff through referrals by their initial case manager/district worker as outlined by the district Family-Centered Services Program Plan. Case managers/district workers should make the referrals whenever potentially complicated barrier issues are identified, or when a client/family is struggling to meet eligibility requirements, engage in their plan for employability (for instance, if they are approaching program time limits or have a sanction or other non-compliance they don't appear to be attempting to resolve), or comply with the requirements of their Independent Living Plan (ILP) as required to remain in temporary housing.

Staff Recruitment

OTDA strongly encourages districts to reach out and foster partnerships with local educational institutions that train Master's-level and other appropriate licensed clinical counselors. These institutions represent a strong recruitment source for the new staff positions, as well as potential partners for future initiatives to potentially expand the Family-Centered Services program for the benefit of all parties, such as internships placing Master's program students with the districts. However, districts are not precluded from hiring staff who do not hold specific educational credentials if the individual(s) possess the appropriate work and lived experience as well as the knowledge, skills, and ability to do the job. Staff should be culturally competent and have training in trauma-informed practices.

Target Population /Participant Eligibility

FA and/or SNA-MOE applicant and recipient populations (case types 11, 12, and those type 16 and 17 that are SNA-MOE), or a specific FA or TANF 200% eligible population for whom there is a marked need for additional resources are eligible to be served by the Family-Centered Case Management staff supported through this funding. If a district chooses to utilize their Family-Centered Services staff to serve other populations in addition to those eligible for TANF, their salaries must be cost-allocated appropriately. While Attachment A indicates a specific number of staff correlated with the allocation amount, which was based on OTDA's estimates for FTE salaries, districts are not precluded from hiring more than this number if the staff are hired at a lower salary cost or their activities are cost-allocated. The only restriction is that districts cannot exceed their total allocation.

OTDA has set a 15% spending limitation on administrative costs. It is expected that because the staff hired through this initiative will be providing direct services, their salaries and most of the costs associated with the program will be considered non-administrative. However, OTDA acknowledges that some program expenses may fall under the definition of administrative costs. Federal regulations define non-administrative (program) and administrative costs as follows:

- Non-administrative (program) costs are the direct salaries and fringe benefit costs of the staff providing direct services; providing program information to clients; developing employability plans, providing work activities and work subsidies for eligible program participants; providing post-employment services and work supports; and performing case management services. Non-salary costs of staff performing work activities that are considered programmatic are also allowable program costs. Non-salary costs may include, but not be limited to travel, postage, utilities, rental costs, maintenance, supplies, and equipment. Contracts whose main purpose is to provide services defined as program costs as above are considered program as well.
- Administrative costs are the salaries, fringe benefits, and non-salary costs of staff performing activities related to eligibility determinations; preparing program plans, budgets, and schedules; monitoring programs and projects; performing procurement activities; providing public relations; performing accounting, legal, payroll and personnel activities; property management; and preparing reports and other documents.

Community of Practice and Reporting

Once the new Family-Centered Services staff are hired, OTDA intends to work with districts to establish a statewide Community of Practice among these staff and other stakeholders across every district. It is envisioned that this Community of Practice will meet quarterly to share best practices, give updates on the progress of their local Family-Centered Services initiatives, report what training/resources staff might need from OTDA and other agencies, and discuss issues and case trends they are encountering in their regions.

After the Family-Centered Services program has been established, each district will also be responsible for submitting an annual report that will provide OTDA with information on district progress in applying this funding towards their stated initiatives. This report will contain information on the nature of the services provided by the staff hired under the program, the number of referrals made and households who received services and, eventually, pertinent data on recipients' outcomes such as connections to services, sanctions resolved, housing located and retained, and entries to employment. Further details on both the Community of Practice and the annual report requirements will be forthcoming as OTDA oversees the disbursement of this funding.

To establish initiation of the Family-Centered Services program, OTDA requests that all districts review their Family-Centered Services allotments outlined in Attachment A and determine where these specialized staff resources are most needed. Districts must collaborate with the county DCS in the planning phase of the Family-Centered Services program, and the program plan must include documentation that services will be coordinated with SPOA and CSPOA and not duplicative of these resources. Districts must document coordination with any existing Children's System of Care infrastructure with the county DCS. A list of DCS contacts for every county mental hygiene department can be found at https://www.clmhd.org/contact_local_mental_hygiene_departments/.

OTDA requests that all districts submit a Plan (Attachment B) to OTDA that provides an overview of the district's proposal for administering this funding. Consideration should be given as to how to best use these staff to link to existing resources and avoid duplication of effort. This overview should state the overarching objective the district intends to achieve with this funding, break down the estimated allocation of funds by number of clinical staff the district plans to hire, indicate the credential level/specializations of these prospective staff, identify the programs and services the staff would be involved in providing, and describe the target population the district plans to serve through its Family-Centered Services initiative. OTDA requests that each district submits the prospective overview of their Family-Centered Services plan to Kyle Miller at Kyle.Miller2@otda.ny.gov no later than August 30, 2024.

IV. Claiming

Expenditures for this project should be claimed through the RF17 special project claim package for the month(s) that the expenditures were made. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the LDSS-2347 "Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting the RF2A claim package, the individual project costs are then reported under the project label **FAM CEN 2024** on the RF17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the LDSS-923B "Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Districts must follow eligibility requirements for use of these funds as described in this LCM.

Program costs should be reported as object of expense code 37 - Special Project Program Expense on the LDSS-923B "Summary - Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Total project costs should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)" as 100% Federal Share and will be reimbursed up to the amount of each district's allocation.

To receive reimbursement, claims for expenditures of FAM CEN 2024 for the period July 1, 2024, through June 30, 2025, must be final accepted in the Automated Claiming System (ACS) by December 31, 2025.

Further instructions for completing time studies; the LDSS-923, LDSS-923B and Schedule D; and the RF17 claim package are found in Chapters 4, 7, and 18, respectively, of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at:
<https://intranet.otda.ny.gov/bfdm/finance/>.

Claiming contacts:

Regions 1-5: Justin Gross: 518-474-7549 or otda.sm.field_ops.i-iv@otda.ny.gov

Region 6: Michael Simon: 212-961-8250 or michael.simon@otda.ny.gov

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Support Programs / Office of Temporary and Disability Assistance

Attachment A

District	2024 Family Centered Services Allocation	Estimated Number of Staff Positions Based on Allocation
Albany	\$496,153	3
Allegany	\$165,385	1
Broome	\$496,153	3
Cattaraugus	\$330,769	2
Cayuga	\$330,769	2
Chautauqua	\$496,153	3
Chemung	\$165,385	1
Chenango	\$165,385	1
Clinton	\$165,385	1
Columbia	\$165,385	1
Cortland	\$165,385	1
Delaware	\$165,385	1
Dutchess	\$330,769	2
Erie	\$826,925	5
Essex	\$165,385	1
Franklin	\$165,385	1
Fulton	\$165,385	1
Genesee	\$165,385	1
Greene	\$165,385	1
Hamilton	\$165,385	1
Herkimer	\$165,385	1
Jefferson	\$165,385	1
Lewis	\$165,385	1
Livingston	\$165,385	1
Madison	\$165,385	1
Monroe	\$826,925	5
Montgomery	\$165,385	1
Nassau	\$661,537	4
New York City	\$1,157,687	7
Niagara	\$330,769	2
Oneida	\$496,153	3
Onondaga	\$661,537	4
Ontario	\$165,385	1
Orange	\$496,153	3
Orleans	\$165,385	1
Oswego	\$330,769	2
Otsego	\$165,385	1
Putnam	\$165,385	1
Rensselaer	\$330,769	2
Rockland	\$330,769	2
St. Lawrence	\$330,769	2
Saratoga	\$165,385	1
Schenectady	\$330,769	2
Schoharie	\$165,385	1
Schuyler	\$165,385	1
Seneca	\$165,385	1
Steuben	\$165,385	1
Suffolk	\$661,537	4
Sullivan	\$165,385	1
Tioga	\$165,385	1
Tompkins	\$165,385	1
Ulster	\$330,769	2
Warren	\$165,385	1
Washington	\$165,385	1
Wayne	\$165,385	1
Westchester	\$661,537	4
Wyoming	\$165,385	1
Yates	\$165,385	1
TOTAL	\$17,200,000	104

2024-2025 Family-Centered Services Program Plan

District:

Contact Person(s)/Title(s):

Telephone:

Email:

A. Program Overview and Staff Allocations

Provide a description of the central objective your district hopes to achieve through the new hiring facilitated by your Family-Centered Services program funding. This could involve a particular challenge or area of limited resources you'd like to address, a new targeted initiative you hope to establish, or plans for how the new staff allocation would otherwise support case management for families facing instability.

- Based on your district's funding allocation in Attachment A, provide an estimated breakdown of how many staff the district plans to hire and the required credentials, specialization and/or relevant experience that the district will seek for each of these positions.
- Provide an estimated timeframe expected for the hiring and training of the new Family-Centered Services staff.
- Provide a description of any collaboration with the county DCS. Document that services provided will not be duplication of Single Point of Access and Children's Single Point of Access, and how they will be coordinated with these resources. Document coordination with any existing System of Care infrastructure in collaboration with the county DCS.

B. Program Activities

- Provide a description of the specific services and activities your district proposes the Family-Centered Services staff will deliver. Include the following information:
 - Detailed description of each activity/service to be provided and which of the new staff (if the allocation is for more than one) will work on each.
 - Description of the population(s) to be served and an estimated number of families expected to be served by each activity. If targeting a specific population(s) or area(s), describe the rationale for selecting said target(s).
 - Indicate whether or not proposed activities are an expansion of an existing local initiative(s) and if so, provide background on said initiative(s) including data on participant outcomes and other evidence of program effectiveness.
 - If the district expects to serve individuals who are not in receipt of public assistance or for follow-up services to eligible former recipients of public assistance, please describe (or indicate not applicable).

C. Reporting/Monitoring Performance

OTDA intends to develop annual reporting requirements for the Family-Centered Services program that will allow us to review district progress in bringing the new staff onboard and utilizing them towards the district's stated objectives.

Based on the target population and program design proposed above, describe how the district intends to measure performance and monitor staff and participant outcomes for the initiative.

Personnel Committee Mtg.
May 13, 2025
#11

FYI/Accident Report

Personnel Committee Mtg.
May 13, 2025
#12

FYI/ Incident Report