

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

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – May 13th and June 10, 2025**
- 4. Approval/ Re-Appointment Putnam County Director of Real Property Tax Services
Patricia McLoughlin/ County Executive Kevin Byrne**
- 5. Approval/ Fund Transfer 25T177/ District Attorney’s Office/ Funding for a Front
Office Temp/ District Attorney Robert Tendy**
- 6. Approval/ Fund Transfer 25T179/ Health Department/ Pre-School Program Manager –
Putnam County Early Learning Center/ Putnam Health Director Rian Rodriguez**
- 7. FYI/ Accident Report**
- 8. FYI/ Incident Report**
- 9. Other Business**
- 10. Adjournment**

Pers: July 8

#3

PERSONNEL COMMITTEE MEETING

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 Mtg. Immediately Followed)

The meeting was called to order at 6:00PM by Chairman Jonke who requested Legislator Addonizio lead in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Gouldman and Chairman Jonke were present.

Item #3 - Approval/Personnel Committee Meeting Minutes – March 11, 2025

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 – Approval/ PuMA- Ratification of Collective Bargaining Agreement Reflecting Modification of PuMA Agreement (original approved R#27/2024)/ First Deputy County Attorney John Cherico

Chairman Jonke stated Personnel Officer Eldridge was present and would speak to this item.

Personnel Officer Eldridge stated the PuMA Union was the first Union to settle their contract. He stated this request is to equalize the PuMA Union Agreement with the other Union Agreements that have been negotiated and settled. He stated PuMA consist of a group of Middle Managers employed by the County. He stated they do not have all of the benefits the other Unions have, such as increments and longevities. He stated also in the memo he sent to the Legislature on April 28, 2025, he requested to extend the agreement from 2024- 2027 to 2024 – 2028 and the increase for three (3) of the years were increased from 2.5 to 2.75%.

Chairman Jonke requested confirmation that it is in keeping with the other contracts.

Personnel Officer Eldridge confirmed that is correct. He stated also Juneteenth was added as a paid vacation day, which is included in the other agreements. He stated it is believed these recommended modifications are the right thing to do. He stated there was a meeting with the PuMA representatives, and they were in agreement. He stated so it is an Amendment with a (1) year extension of the prior MOA. He stated the Resolution presented to this Committee has been prepared by the County's Law Department. He stated there does need to be an edit made. He stated where it has the year "2027" it needs to be updated to "2028"; the term of this agreement is January 1, 2024, through December 31, 2028, and there is spot the 5th WHEREAS clause where the date of this Personnel Committee Meeting needs to be added.

Chairman Jonke questioned if there is any retro pay involved.

Personnel Officer Eldridge stated yes only in 2025, which the budget reflects that. He stated it is approximately \$5,000.00 plus.

Chairman Jonke requested confirmation this is not the first time this has happened.

Personnel Officer Eldridge confirmed that was correct.

Chairman Jonke stated he is not in objection of this, he believes the County's Managers and Middle Managers need to be treated fairly. He questioned how this can be prevented from happening in the future.

Personnel Officer Eldridge stated the Administration believes it is an issue of fairness.

Legislator Sayegh stated part of this is the fact some of the Managers, if the compensation is not in alignment with the other Unions could end up being paid less than the employees they are managing.

Personnel Officer Eldridge stated that is correct, and there is also the struggle of longevity increments. He stated it is a tough situation, but they work to address it.

Chairman Jonke made a motion to approve the amendment of changing 2027 to 2028 in the proposed Resolution; Seconded by Legislator Gouldman. All in favor.

Chairman Jonke made a Motion to Approve as Amended / PuMA- Ratification of Collective Bargaining Agreement Reflecting Modification of PuMA Agreement (original approved R#27/2024)/: Seconded by Legislator Addonizio. All in favor.

Item #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

Chairman Jonke made a Motion to Approve 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); Seconded by Legislator Addonizio. All in favor.

Item #6 - Approval/ Fund Transfer 25T091/ Health Department/ Former Interim Commissioner of Health – Pay Out Accruals/ Health Department Senior Fiscal Manager William Orr

Chairman Jonke stated he and Personnel Officer Eldridge discussed this matter and both agreed this should be tabled to a future meeting, allowing time to gather more information.

Chairman Jonke made a motion to Table Fund Transfer 25T091/ Health Department/ Former Interim Commissioner of Health – Pay Out Accruals; Seconded by Legislator Addonizio. All in favor.

Item #7 - Approval/ Budgetary Amendment 25A038/ Finance Department/ Vacancy Control Factor for 2025

Chairman Jonke made a motion to accept the additional; Seconded by Legislator Gouldman. All in favor.

Personnel Officer Eldridge stated any funds that have not been spent to this point in vacant positions will be put in the general fund.

Chairman Jonke confirmed the total amount being transferred is \$300,000.

Chairman Jonke made a motion to Approve Budgetary Amendment 25A038/ Finance Department/ Vacancy Control Factor for 2025; Seconded by Legislator Gouldman. All in favor.

Item #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

Deputy Commissioner of Mental Health, Social Services, and Youth Bureau Nicolle McGuire stated currently the Social Services Supervisor in the Medicaid Unit is out on leave. She stated the request in front of the committee is to pay the most senior worker, who has stepped into the role already. She stated this is a request to cover the pay differential starting 2/20/2025 to the end of this year.

Chairman Jonke made a motion to Approve 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; Seconded by Legislator Addonizio. All in favor.

Item #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

Deputy Commissioner of Mental Health, Social Services, and Youth Bureau Nicolle McGuire stated this reclassification request has been discussed with Personnel Officer Eldridge. She stated a Senior Computer Operational Specialists is a Grade 17 and a Coordinator of Information Technology is a Grade 19. She stated the Coordinator of Information Technology position is one that supports every employee in the department, which is roughly 110 and there are ten (10) different locations.

Commissioner of Mental Health, Social Services, and Youth Bureau Sara Servadio explained most of the staff members operate on the New York State System, which is different from the system the County uses. She stated in the past there were 1.5 employees doing this job. She stated the part-time employee retired. She stated the plan is to have one (1) employee do the job and not replace the part-time employee.

Legislator Montgomery stated she is always concerned about not filling roles and the workload.

Commissioner of Mental Health, Social Services, and Youth Bureau Sara Servadio stated that is a concern. She stated she has been working with IT/GIS Director Lannon, and his Department and they do offer back up support. She stated this has been monitored and there have been no issues so far.

Chairman Jonke made a motion to Approve Budgetary Amendment 25A040/ DSS - Reclassification from Senior Computer Operational Specialists to Coordinator of Information Technology; Seconded by Legislator. All in favor.

Item #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

Deputy Commissioner of Mental Health, Social Services, and Youth Bureau Nicolle McGuire stated this is a grant in the amount of \$165,000. She stated this would fund a current Caseworker and upgrade this employee to a Senior Caseworker. She stated additionally these funds will be used to purchase a new vehicle which would be used by the Senior Caseworker, who transports the unsheltered, helps them get housing and move furniture. She stated the funds will be used to purchase computers that will be used by them.

Commissioner of Mental Health, Social Services, and Youth Bureau Sara Servadio stated this is not a grant the County applied for. She explained the department was contacted and informed they would receive a ten (10) year promise.

Chairman Jonke stated that was good to hear that it is not a case of a one (1) year grant which then presents challenges in keeping the employee who was hired with grant funds.

Commissioner of Mental Health, Social Services, and Youth Bureau Sara Servadio stated there is a time period the funds must be used by. She stated the plan also is to use funds to cover the cost of administrative support via upgrades in the department.

Legislator Addonizio questioned if a new Caseworker will be hired.

Commissioner of Mental Health, Social Services, and Youth Bureau Sara Servadio stated that will be discussed in the future. She confirmed they would be looking to fill that position. She confirmed the housing unit, in approving this request, will increase with one full – time position, Senior Caseworker, which is 100% funded.

Legislator Montgomery stated for clarification this is a reimbursement grant. She explained that means the money must be spent, and it is then reimbursed.

Chairman Jonke stated at least the first year it appears the County must start spending the money in order to collect the reimbursement.

Commissioner of Mental Health, Social Services, and Youth Bureau Sara Servadio stated the Fiscal Manager, Mental Health and DSS Kristen Wunner will be in attendance at the May Audit & Administration Meeting to address any questions.

Chairman Jonke made a motion to Approve to the Audit & Administration Meeting / 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; Seconded by Legislator Addonizio. All in favor.

Item #11 – FYI/ Accident Report – Duly Noted

Item #12– FYI/ Incident Report – Duly Noted

Item #13 – Other Business

Item #14 – Adjournment

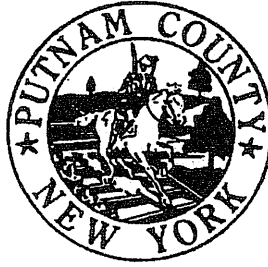
There being no further business at 5:24PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Addonizio. All in favor.

Respectfully submitted by Deputy Clerk Diane Trubulsky.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
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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)

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- 13. Other Business**
- 14. Adjournment**

8th July Rev.

#3

**PERSONNEL COMMITTEE MEETING
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512
Members: Chairman Jonke & Legislators Addonizio & Gouldman**

Tuesday

June 10, 2025

(Immediately Followed 6:00pm Special Physical & Special Full Mtgs.)

The meeting was called to order at 7:51pm by Chairman Jonke who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislator Addonizio, Legislator Gouldman, and Chairman Jonke were present.

Item #3 - Acceptance/ Personnel Meeting Minutes/ April 8, 2025

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 – Approval/ Fund Transfer 25T091/ Health Department/ Former Interim Commissioner of Health- Pay Out Accruals/ Health Department Senior Fiscal Manager William Orr (Tabled at 5/13/25 Personnel Mtg.)

Chairman Jonke made a motion to Waive the Rules and Accept the Additional; Seconded by Legislator Addonizio. All in favor.

Personnel Officer Paul Eldridge stated Dr. Michael Nesheiwat has been the Commissioner of Health for over 9 years. He stated the County recently hired a Public Health Director. He explained that with the transition from Commissioner of Health to Public Health Director the County is required to have a Medical Consultant. He stated over the 9 years Dr. Nesheiwat has earned vacation time. He stated that Dr. Nesheiwat has transitioned from Commissioner of Health to the County's Medical Consultant and Dr. Nesheiwat has requested to be paid out for his vacation time. He stated if Dr. Nesheiwat had left and did not take another position, he would have been paid out. He stated the decision is whether Dr. Nesheiwat should still receive the pay out since he is moving to another position. He stated the administration felt as if Dr. Nesheiwat had served them well and he should be paid out for the hours he earned while in the positions of Commissioner of Health.

Chairman Jonke thanked Dr. Nesheiwat for his dedication and service to the people of Putnam County. He also stated his support for Dr. Nesheiwat receiving the payout.

Legislator Addonizio agreed with Chairman Jonke and thanked Dr. Nesheiwat for his hard work.

Legislator Sayegh thanked Dr. Nesheiwat. She stated Dr. Nesheiwat was previously a consultant for a Director for Putnam County. She stated she was not aware that Putnam County had a consultant in the past. She stated it is beneficial to Putnam County to have Dr. Nesheiwat continue because of his experience in the Putnam County Health Department.

Legislator Ellner thanked Dr. Nesheiwat for his outstanding work. He stated he is pleased Dr. Nesheiwat is continuing to work for the Putnam County Health Department.

Chairman Jonke made a motion to Approve Fund Transfer 25T091; Seconded by Legislator Gouldman. All in favor.

Item #5 – Approval/ Fund Transfer 25T159/ Health Department/ Fiscal Tech Retiring – Will Work as a Temporary Employee Provide Training / Senior Fiscal Manager William Orr

Senior Fiscal Manager William Orr stated the Fiscal Technician is going to retire and collect her pension, however, since she is under 65 years old, therefore she can only make \$35,000. He stated therefore the request is to place the Fiscal Technician on a temporary line for \$35,000. He stated she is a valuable employee, and he has worked with her for 22 years.

Chairman Jonke made a motion to Approve Fund Transfer 25T159/ Health Department/ Fiscal Tech Retiring – Will Work as a Temporary Employee Provide Training; Seconded by Legislator Addonizio. All in favor.

Item #6 – Approval/ Fund Transfer 25T160/ Health Department/ Senior Fiscal Manager to Retire 6/26/2025/ Will Return on an Hourly Salary Providing Support to the Health Department Fiscal and Administration Needs Including the 2026 Budget Preparation/ Health Department Senior Fiscal Manager William Orr

Senior Fiscal Manager William Orr stated he will retire on June 26th and will remain with the Health Department full-time until June 2026. He stated that he is over 65 years of age and therefore there is no limit on what he can make.

Chairman Jonke made a motion to approve Fund Transfer 25T160/ Health Department/ Senior Fiscal Manager to Retire 6/26/2025/ Will Return on an Hourly Salary Providing Support to the Health Department Fiscal and Administration Needs Including the 2026 Budget Preparation; Seconded by Legislator Gouldman. All in favor

Item #7 – Approval/Fund Transfer 25T164/ Health Department/ Pay Out Accruals for Retirement of Senior Fiscal Manager

Chairman Jonke made a motion to approve Fund Transfer 25T164/ Health Department/ Pay Out Accruals for Retirement of Senior Fiscal Manager; Seconded by Legislator Addonizio. All in favor.

Item #8 – FYI/ Fund Transfer 25T152/ Office for Senior Resources (OSR)/ Transfer Funds Between Budget Lines/ Marlene Barrett

Personnel Officer Paul Eldridge stated there is a higher-level vacancy and 2 employees have stepped up to fill this position until a replacement is found for the position.

Item #9 – Update/ Preliminary Report- Catapult Consulting Firm: Putnam County Title and Compensation/ Personnel Officer Paul Eldridge & Deputy Personnel Officer Adriene Iasoni

Chairman Jonke stated he had made the request for this update. He stated during the previous year's budget process funding was requested to be set aside to hire a consultant to do a study on job titles and compensation.

Personnel Officer Paul Eldridge stated they are making good progress and the company they hired was Catapult Consulting Firm. He stated as well as doing research on this company, Catapult Consulting Firm was also recommended by other counties. He stated they submitted information to the company about the positions. He stated there are 40 positions, but it covers about 111 employees. He stated they gave profiles on all of these employees, and the company performs both a governmental and private sector review. He stated they must pay for their data. He stated they break this down by regions and each one is about a 50 mile radius. He stated they also provide both governmental and private comparables. He stated when they first received the initial information they had put forth 10 peer group counties and he believed there were 3 counties that did not belong. He stated they were able to bring the 10 county comparison down to 7 counties.

Deputy Personnel Officer Adriene Iasoni stated everything was in the proper union and designated correctly.

Personnel Officer Paul Eldridge stated they looked at each employee's length of service. He then stated an example of one of the questions they posed was if all Coroners were medical doctors, which in Putnam County they are not. He stated that was an important factor in their review. He stated the County has provided a good amount of information to the company, and the company provided a general statement that most of the titles are at or slightly below market. He stated that combined with the insurance payments can be problematic in the Counties recruitment difficulties.

Chairman Jonke stated that is nothing the County was not already aware of. He questioned if there will be a report ready by the end of this month.

Personnel Officer Eldridge stated probably by the end of June or early July.

Chairman Jonke stated if the report is available by the end or June early July, please send a "Confidential" copy of what the company provides, and it will be an item place on the July Personnel Committee Meeting Agenda.

Personnel Officer Paul Eldridge stated he would like to be present for the discussion so he can speak to the report rather than just looking at a bunch of numbers. He stated he wants to make sure the Legislature is fully aware of what the Administration is doing and how they got to where they are.

Chairman Jonke confirmed his agreement to that request.

Legislator Sayegh stated she is concerned with the nursing shortage. She requested clarification on how they recruit nurses.

Personnel Officer Paul Eldridge stated because the company was reasonable, they were able to have the 40 titles. He stated recruiting is difficult, however, in the past year they have had about 25 applicants for Public Health Nurse positions.

Legislator Sayegh questioned how many people they have hired to those positions.

Personnel Officer Paul Eldridge stated they have hired a couple of employees. He stated an issue is that a lot of people are looking for remote work, but the County does not offer that. He acknowledged that the insurance matter may also be a reason for this, but he believed not having an option for remote work was a bigger factor.

Chairman Jonke questioned how they would perform nursing duties remotely.

Personnel Officer Paul Eldridge stated most of their responsibilities consist of compiling data and working on programs that they can do by computer work or communications.

Legislator Sayegh questioned if this could be a part of the study as well and have it be part of the data they provide back to the County.

Personnel Officer Paul Eldridge stated he would think so.

Legislator Montgomery stated that the State does hybrid solutions where people can work from home.

Personnel Officer Paul Eldridge stated there has been a resistance to incorporate remote work in Putnam County.

Item #10 – FYI/ Requested Update from the County Executive’s Appointed “Employee Insurance Review Committee”

Chairman Jonke stated there have been discussions about the challenges with the employees and the cost of the Putnam County Employee Insurance. He stated the County Executive created an Employee Insurance Review Committee.

Personnel Officer Paul Eldridge stated no one from the Personnel Department is on this committee but there is a group that has been meeting on a regular basis. He stated that the group is nearing a comprehensive report. He stated he is expecting to have this report soon.

Chairman Jonke thanked Personnel Officer Paul Eldridge for the update.

Item #11 – FYI/ Accident Report – Duly Noted

Item #12 – FYI/ Incident Report – Duly Noted

Item #13 – Other Business - None

Item #14 – Adjournment

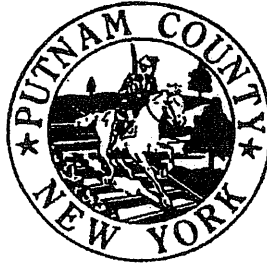
There being no further business at 8:12pm, Chairman Jonke made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by PILOT Aubrey Dall.

THE PUTNAM COUNTY LEGISLATURE

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Tuesday

June 10, 2025

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- 8. FYI/ Fund Transfer 25T152/ Office for Senior Resources (OSR)/ Transfer Funds between Budget Lines/ Marlene Barrett**

- 9. Update/ Preliminary Report -Catapult Consulting Firm: Putnam County Titles and Compensation/ Personnel Office Paul Eldridge & Deputy Personnel Officer Adriene Iasoni**
- 10. FYI/ Requested Update from the County Executive's Appointed "Employee Insurance Review Committee"**
- 11. FYI/ Accident Report**
- 12. FYI/ Incident Report**
- 13. Other Business**
- 14. Adjournment**

Attached Backup
is
CONFIDENTIAL



cc: all
Rev 5: 7-8-25

approval
#4

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

MEMORANDUM

To: Diane Schonfeld, Clerk
Putnam County Legislature

CC: Amy Sayegh, Chair
Putnam County Legislature

The Putnam County Legislature

Hon. Michael Bartolotti, County Clerk

Patricia McLoughlin, Director, Real Property Tax Services
Paul Eldridge, Personnel Officer
Michael Lewis, Commissioner of Finance

FROM: Kevin M. Byrne
Putnam County Executive

DATE: June 26, 2025

RE: Reappointment of Director of Real Property Tax Services Patricia McLoughlin

Encs. N.Y.S. Office of Real Property Tax Services 2023 qualifying document; Resume.

2025 JUN 26 PM 3:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Please be advised that I am hereby reappointing Patricia McLoughlin as Director of Real Property Tax Services pursuant to §4.03 of the Putnam County Charter and submit the following for the Legislature's review and consideration:

Director McLoughlin has dutifully served in the position as Putnam County Director of Real Property Tax Services since her appointment in June 2023 whereby she served for the remainder of the term after Director Lisa Johnson retired.

Director McLoughlin has greatly improved functions in the Division of Real Property Tax Services during her term of service. Under her leadership, Putnam County's Division of Real Property Tax Services has instituted new policies and procedures for assessments to increase efficiency and accuracy. Director McLoughlin has reduced printing in office and printing in general, switching certain documents to an electronic format, and the Division has generated thousands of dollars in new revenue for the County by charging vendors for file transfers for the first time.

The Division has also made several technology-related improvements to further increase its efficiency, such as fully digitizing their records on their website. The Division will be rolling out a new website imminently which will include an improved parcel data search and updated mapping, making all property searches easier for the user. Another initiative by Director McLoughlin has been outreach and increased communication between the County and municipalities, with the goal of improving various property-related functions, such as alerting 911 of new development and roads. Finally, Putnam is in the running as a test County for the State's RPS online system.

As Director McLoughlin was qualified by N.Y.S. Office of Real Property Tax Services in 2023, she does not need to be requalified and meets the standards for the position as set forth in applicable law and enclosed herein.

Director McLoughlin's new full, six-year (6) term would begin on October 1, 2025, pursuant to N.Y.S. Real Property Tax Law §1530(1).

I invite the Legislature to join me in both recognizing the accomplishments of Director McLoughlin and looking forward to the great work to come in the Division by timely confirming her reappointment.

000COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Robert Tendy, DA

DEPT: District Attorney

DATE: June 25, 2025

I hereby request approval for the following transfer of funds:

FROM	TO	AMOUNT	PURPOSE
ACCOUNT#/NAME	ACCOUNT #/NAME		
10116500 51000 Personnel (132)	10116500 51094 Temporary		
Office Assistant (Legal)			
	Total	\$10,000.	TO COVER THE COST FOR THE FRONT OFFICE TEMP

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$ 0

2026 Fiscal Impact \$ 0

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

2025 JUN 26 PM 3:15
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

25T177

COUNTY OF PUTNAM

FUND TRANSFER REQUEST # 1097

TO: Commissioner of Finance

FROM: William A. Orr, Jr., Senior Fiscal Manager

DEPT: Health

DATE: June 26, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
10296000-54414 Preschool-Itinerant Svcs	10296001-51000 (298610101) Put County-Early Learning Center Personnel (109 days of \$90,000.00) <i>Pre-School Program Manager</i>	\$37,586.00
10296000-54414 Preschool-Itinerant Svcs	10296001-58001 Put County-Early Learning Center Retirement	\$ 3,331.00
10296000-54414 Preschool-Itinerant Svcs	10296001-58002 Put County-Early Learning Center FICA	\$ 2,869.00
10296000-54414 Preschool-Itinerant Svcs	10296001-58003 Put County-Early Learning Center Disability	\$ 64.00
10296000-54414 Preschool-Itinerant Svcs	10296001-58004 Put County-Early Learning Center Worker's Comp	\$ 79.00
10296000-54414 Preschool-Itinerant Svcs	10296001-58006 Put County-Early Learning Center Dental	\$ 689.00
10296000-54414 Preschool-Itinerant Svcs	10296001-58007 Put County-Early Learning Center Life Insurance	\$ 312.00

LEGISLATURE
PUTNAM COUNTY
CARROLL NY

2025 JUN 27 AM 11:11

cc: all
Pers 7-8-25 Reso
A+ A #6

25T179

10296000-54414 Preschool-Itinerant Svcs	10296001-58008 Put County-Early Learning Center Health Insurance	\$16,667.00
10296000-54414 Preschool-Itinerant Svcs	10296001-58009 Put County-Early Learning Center Vision	\$ 93.00
10296000-54414 Preschool-Itinerant Svcs	10296001-58011 Put County-Early Learning Center FLEX	\$ 900.00
Total:		<u>\$62,590.00</u>

PURPOSE

See the attached supporting documents.

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00

AUTHORIZATION: (Electronic signatures)

Department Head Signature/Designee Date

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

25T179

RIAN RODRIGUEZ, MPH
PUBLIC HEALTH DIRECTOR



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Please see the attached funds transfer to fund the new, "Pre-School Program Manager", who will be working at the Putnam County Early Learning Center.

Per Paul Eldridge, this position will be designated a PuMA position with an annual salary of \$90,000.

We request the funds to be available for this position beginning August 1, 2025, (five-month proration, August 1, 2025-December 31, 2025).

The five-month proration amount to fund this position in 2025 is \$37,586. The respective fringes for this position are \$25,004. Total transfer request is for \$62,590.

Please approve and forward to the Personnel Committee for July 8, 2025.

Thanks

Bill

From: [William Orr](#)
To: [Milena Berardi](#)
Subject: FW: New Position
Date: Thursday, June 26, 2025 11:00:04 AM

From: Sheila Barrett <sheila.barrett2@putnamcountyny.gov>
Sent: Thursday, June 26, 2025 10:33 AM
To: William Orr <William.Orr@putnamcountyny.gov>
Subject: New Position

Hi Bill,

The fringes for the new PUMA position at \$90,000 (annually) are as follows:

109 days of \$90,000	51000	\$37,586
Retirement	58001	\$ 3,331
FICA	58002	2,869
Disability	58003	64
Workers Comp	58004	79
Dental	58006	689
Life Insurance	58007	312
Health Insurance	58008	16,667
Vision	58009	93
FLEX	58011	<u>900</u>
Total Fringes		\$25,004

Sheila

Sheila Barrett
First Deputy Commissioner of Finance
Putnam County
40 Gleneida Avenue
Carmel, New York 10512

-

Phone: (845) 808-1075 X49320
Fax: (845) 808-1910

25T 179

Michele Alfano-Sharkey

From: William Orr
Sent: Tuesday, July 1, 2025 4:17 PM
To: Michele Alfano-Sharkey
Cc: Rian Rodriguez
Subject: Pre K Program Manager job description
Attachments: DOC070125.pdf

Hi Michele,

Attached is the Pre K Program Manager's job description formulated by Personnel.

Please add attachment to the requested transfer for this position to the agenda of the Personnel Committee meeting.

Thanks

Bill

William A. Orr, Jr.
Fiscal Manager
Putnam County Department of Health
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Brewster, New York 10509
Phone: 845-808-1390 ext. 43146
Fax: 845-808-1916
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PRE-SCHOOL PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work supporting the development, adoption, and management of specialized Preschool Programs under the auspices of the Putnam County Department of Health. Work involves activities involved with coordination and implementation of projects with respect to the needs of children that receive services from the Putnam County Department of Health Early Intervention Preschool Program. Incumbent serves as the liaison between County department(s) and County personnel, School Districts, New York State, and families. Coordination of information among all interested parties involved in the project and ensuring adherence to all regulations, policies, and procedures is also a responsibility of this position. Work is performed under the general direction of The Commissioner of Health/Public Health Director and direct supervision of the Supervisor of Early Intervention/Preschool.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees Center administration;
Participates in meetings pertaining to students and staff and meet regularly with teachers, Supervisor of EI/Preschool, and the School Districts;
Assists in the placement of Students with and without IEP's in class;
Organizes and oversees pick-up and drop-off of students;
Collects attendance and ensures wellness checks are performed;
Assists the classroom teacher with behavior and in the case of child illness;
Monitors and controls visitor access;
Schedules fire drills and evacuation drills ;
Maintain student records, per regulation, ensuring privacy and confidentiality;
Maintain provider/teacher records pertaining to education, training, and health;
Checks fire extinguishers quarterly;
Ensures the safety of the children;
Keeps abreast of policies from the Office of Children and Family Services as well as New York State Special Education Department;
Uses computer applications such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of child development; Comprehensive knowledge of Preschool curriculum; Thorough knowledge of federal, state and local laws and regulations regarding pre-school and early intervention programs; Good knowledge of therapies and interventions appropriate for treatment of children in early intervention and pre-school programs; Good knowledge of student and educational record keeping procedures; ability to communicate clearly and effectively both orally and in writing; ability to deal effectively and objectively with people, including of diverse socio-economic backgrounds and cultures; ability to

establish and maintain effective working relationships with professionals, agencies, and with family involved in early intervention and pre-school programs; ability to relate sympathetically to a potentially difficult client population; ability to understand and interpret federal and state laws, rules and regulations, and to apply them to County programs; enthusiasm; good judgment; good listening skills; initiative; organizational ability; patience; resourcefulness; social perceptiveness; initiative; patience; tact; courtesy; a high degree of accuracy.

MINIMUM QUALIFICATIONS: Either

- A. Possession of a master's degree or higher in Early Education, Early Childhood Development, or closely related field and 2 years of experience in Preschool programs; or
- B. Possession of a master's degree or higher in Education and 3 years of experience in Preschool Programs; or
- C. Possession of a bachelor's degree or higher in Early Education, Early Childhood Development, Special Education, or closely related field and 4 years of experience in Preschool programs; or
- D. Possession of a bachelor's degree or higher in Education and 5 years of experience in Preschool Programs

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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Personnel Committee Mtg.
July 8, 2025
#7

FYI/Accident Report

Personnel Committee Mtg.
July 8, 2025
#8

FYI/ Incident Report