

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

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

putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*
William Gouldman *Deputy Chair*
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

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

Members: Chairwoman Addonizio and Legislators Russo & Sayegh

Wednesday

March 11, 2026

(Immediately Following the Health and Protective Mtgs Beginning at 6PM)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval – Budgetary Amendment 26A012 – Dept. of Social Services – Adjust State Aid Levels per Contact Renewal with Child Advocacy Center**
- 4. Approval – Fund Transfer 26T023 – Dept. of Social Services, Mental Health & Youth Bureau – Provide for Pay Differential – Director of Eligibility Position**
- 5. Approval – Budgetary Transfer 26T044 – Sheriff's Office – Allocate an Administrative Position from the BCI Division to the Civil Division**
- 6. Approval – Fund Transfer 26T045 – Department of Public Works – Change Title and Reclass Position from Senior Account Clerk to Principal Account Clerk**
- 7. FYI – Accident Report**
- 8. FYI – Incident Report**
- 9. Other Business**
- 10. Adjournment**

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



March - PERS
March - Budget
April - Fall
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Resc
CO: 411
#3

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance
Re: Budgetary Amendment - 26A012
Date: February 10, 2026

WJC

2026 FEB 11 PM 4:47
LEGISLATURE
PUTNAM COUNTY
CANNEL, NY

At the request of the Commissioner of MH, DSS & Youth, the following budgetary amendment is required.

Increase Estimated Appropriations:

22070000 51000	(105) stipend Personnel Services coordinator Child Advocacy Center	3,000
22070000 52170	Kitchen Equipment & Appliances	4,000
22070000 54310	Office Supplies	300
22070000 54560	Equipment Rental Lease	2,160
22070000 54640	Education & Training	9,763
22070000 55870	Chargeback - Auto	200
22070000 58002	FICA	230
		<u>19,653</u>

Increase Estimated Revenues:

22070000 436233	State Aid - Child Advocacy Center	19,653
	Fiscal Impact - 2026 - \$ 0	
	Fiscal Impact - 2027 - \$ 0	

This Resolution is adjust DSS State Aid levels as per the attached request.
Please forward to the appropriate committee.

Approved : _____
Kevin M, Byrne, County Executive

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 5, 2026

TO: William Carlin, Commissioner of Finance

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

SUBJECT: DSS 2026 Budgetary Amendment

Your approval is requested to amend the 2026 Department of Social Services budget to include expenses funded in accordance with the following contract renewal awarded to the Child Advocacy Center for the period of 10/01/2025-09/30/2026. OCFS C030760 is a multi year agreement awarded by the New York State Office of Children & Family Services (OCFS) for the period of 10/01/2025-09/30/2030.

Increase Estimated Revenue:

22070000	OEOP CHILD ADVCY CTR	
436233	CHILD ADVOCACY CENTER	\$19,653
	Total Estimated Revenues	\$19,653

Increase Appropriations:

22070000	OEOP CHILD ADVCY CTR	
51000	PERSONNEL SERVICES	\$3,000 - lump sum payment
52170	KITCHEN EQP AND APPLIANCES	\$4,000
54310	OFFICE SUPPLIES	\$300
54560	EQUIP RENTAL LEASE	\$2,160
54640	EDUCATION AND TRAINING	\$9,763
55870	CHRGBK AUTO ALL CTY VEHICLE	\$200
58002	SOCIAL SECURITY	\$230
	Total Appropriations	\$19,653

Fiscal Impact (26) - 0 -

Fiscal Impact (27) - 0 -

Thank you for your time and consideration of this request.

Attachments:

CHILD ADVOCACY CENTER – OCFS GRANT DETAIL

CONTRACT C030760 - STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

CONTRACT C030760 - ATTACHMENT B BUDGET SUMMARY

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

 Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau

Marla Behler, Program Director Child Advocacy Center

CHILD ADVOCACY CENTER - OCFS GRANT DETAIL
CONTRACT NUMBER #C030760
10/01/2025-09/30/2026

GRANT EXPENSE DESCRIPTION	MUNIS DESCRIPTION	OBJECT CODE	APPROVED GRANT BUDGET
STIPEND AND LONGEVITY PAYMENT	PERSONNEL SERVICES	51000	3,000
CONTRACTUAL SPACE COSTS - CABINETS & SINK	KITCHEN EQP AND APPLIANCES	52170	4,000
OFFICE SUPPLIES	OFFICE SUPPLIES	54310	300
CONTRACTUAL SPACE COSTS - STORAGE	EQUIP RENTAL LEASE	54560	2,160
CONSULTANTS - KEYNOTE SPEAKER	EDUCATION AND TRAINING	54640	2,500
TRAINING AND STAFF DEVELOPMENT	EDUCATION AND TRAINING	54640	7,263
VEHICLE INSURANCE	CHRGBK AUTO ALL CTY VEHICLE	55870	200
FRINGE BENEFITS	SOCIAL SECURITY	58002	230
			<u>19,653</u>

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name & Address):</p> <p>NYS Office of Children and Family Services 52 Washington Street Rensselaer, NY 12144</p>	<p>BUSINESS UNIT/DEPT. ID: CFS01 / 3400000</p> <p>CONTRACT NUMBER: C030760</p> <p>CONTRACT TYPE (select one):</p> <p><input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR NAME:</p> <p>PUTNAM COUNTY OF</p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal (list periods): <input type="checkbox"/> Amendment (list periods):</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002443 Federal Tax ID Number: 146002759</p>	<p>PROJECT NAME: MDT CAC</p> <p>ASSISTANCE LISTINGS (formerly CFDA) NUMBER (ALN) (Federally Funded Grants Only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>40 Gleneida Ave CARMEL NY 10512</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address 40 Gleneida Ave CARMEL NY 10512</p> <p>CONTRACTOR MAILING ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address 40 Gleneida Ave CARMEL NY 10512</p> <p>CONTRACTOR PRIMARY E-MAIL ADDRESS:</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality 370100000-000 <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code: Government</p> <p><input type="checkbox"/> Sectarian Entity</p>

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

<p>CURRENT CONTRACT TERM:</p> <p>From: 10/01/2025 To: 09/30/2030</p> <p>AMENDED TERM:</p> <p>From: To:</p>	<p>CONTRACT FUNDING AMOUNT <i>(Fixed Term - enter current period amount; Simplified Renewal - enter cumulative amount to date; Multi-year - enter total projected amount of the contract):</i></p> <p>CURRENT: 1,028,545.00</p> <p>AMENDED:</p> <p>FUNDING SOURCE(S)</p> <p><input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other</p>
<p>ATTACHMENTS INCLUDED AS PART OF THIS AGREEMENT:</p> <p>Attachment Contract for Grants - Jan 2025</p> <p>Appendix A</p> <p>Attachment A-1</p> <p>Attachment A-2</p> <p>Attachment B - Budget</p> <p>Multi Year Budget Form</p> <p>Attachment C</p> <p>Attachment D</p> <p>Attachment MWBE</p>	

Contractor Name:	Putnam County Dept of Social Services
Period of Budget:	10/1/2025-9/30/30
Contract Number:	C030760

**ATTACHMENT B
BUDGET SUMMARY**

(Rev. 1/8/02)

The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "OCFS Funds."

Expense Category	Local Share/ Local Match (if applicable)	OCFS Funds	Total Project Cost
1	2	3	4
A. Personal Services			
1. Project Staff Salaries		\$544,670	\$544,670
2. Fringe Benefits		\$279,281	\$279,281
3. Total (Lines 1 + 2)	\$0	\$823,951	\$823,951
B. Non-Personal Services			
4. Contractual/Consultant		\$126,990	\$126,990
5. Travel/Per Diem		\$3,800	\$3,800
6. Equipment		\$0	\$0
7. Supplies		\$12,380	\$12,380
8. Other Expenses		\$61,424	\$61,424
9. Total (Total Lines 4 to 8)	\$0	\$204,594	\$204,594
C. Project Total (Lines 3 + 9)	\$0	\$1,028,545	\$1,028,545

Local Match (if required) Use *calculation below
--

*Local Match Calculation = % of matching funds (if required in the RFP or contract agreement) X OCFS grant award.

Total costs entered for each budget category above must reflect totals from attached Budget Sections.

Local Share refers to all funds other than this grant award, including in-kind contributions to support the project as described in the narrative section of the application. The type and amount of in-kind contributions should be specifically identified under the appropriate Budget Section. The total amount of the in-kind portion of Local Share should be entered in parenthesis next to Local Share Project Total space.

OCFS Funds are the funds you are requesting through this application.

Total Cost refers to the combined Local Share and Grant Funds for this project.

Budget Narrative: Complete the narrative section for each part of the budget. Instructions are included on the following application budget pages.

Note: All items in the Budget must be consistent with the goals and objectives of the Project Narrative. Additional budget narrative pages may be attached as necessary.

* Total Project Cost must agree with Total Anticipated Revenue form as submitted with this application.

Local Share/Match Breakdown

	Source	Amount
A. Cash Donations		
B. In-Kind Donations		
C. Volunteers/Intern		
D. Fees for Service		
E. Unrestricted Cash or Fund Balance		
F. Grants:		
- Other grants supporting this project		
Amount of OCFS Funds		\$1,028,545
Non-OCFS Funds supporting this project		
Total		\$1,028,545

Itemize amounts of assured revenue, potentially available funds, and estimated income from in-kind contributions to support this project.

Cash Donations should be calculated on the basis of what the applicant organization can realistically be expected to raise during the program year; attach a description of fund raising efforts.

In-Kind Donations refers to equipment, furnishings and other non-personal expenses that are donated to support the function of this project.

Volunteers (another type of in-kind contribution) refers to project personnel who donate their time to the functioning of this project. Volunteer job descriptions and timecards should be kept to substantiate this line item.

Unrestricted Cash or Fund Balance Unrestricted funds include all revenues that are not specifically restricted as to their use. Unrestricted funds include income from dues, publication sales, advertising sales, conference fees, mailing label sales, interest income from unrestricted funds, fees obtained in the execution of externally funded projects, and contributions.

Fees for Services refers primarily to income received from clients directly. In addition, any income received by the applicant organization for reimbursable activities funded by this contract such as counseling, training, speaking engagements, etc., must be listed here.

Grants refers not only to the amount being requested under this grant but also to monies received (or applied for) from another funding source for activities related to this contract, e.g., state, federal, local. Each grant must be listed separately under Section F.

Multi-Year Contract Budget Development Form Rev Jan 2023

Contract #: C030760

Agency Name: Putnam County Of

Funding Year: 10/1/25-9/30/30

	Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4	Budget Year 5	Total
	10/1/25 - 9/30/26	10/1/26- 9/30/27	10/1/27-9/30/28	10/1/28-9/30/29	10/1/29 - 9/30/30	
A - PERSONAL SERVICES EXPENSES						
A.1 - Position Title						
1 - Salary	\$105,397	\$104,839	\$108,171	\$111,415	\$114,849	\$544,670
2 - Fringe Benefits	\$54,465	\$53,667	\$55,372	\$57,033	\$58,744	\$279,281
Personal Services Total	\$159,862	\$158,506	\$163,543	\$168,448	\$173,592	\$823,951
B - NON PERSONAL SERVICES						
4 - Contractual / Consultant Total	\$26,698	\$26,698	\$25,199	\$25,199	\$20,158	\$126,990
5 - Travel / Per Diem Total	\$1,000	\$1,000	\$1,000	\$400	\$400	\$3,800
6 - Equipment Total	\$0	\$0	\$0	\$0	\$0	\$0
7 - Supplies Total	\$2,500	\$3,500	\$2,770	\$1,700	\$1,910	\$12,380
8 - Other Total	\$15,649	\$13,005	\$13,198	\$9,953	\$9,609	\$61,424
Non-Personal Services Total	\$45,847	\$47,203	\$42,166	\$37,261	\$32,117	\$204,594
GRAND TOTAL	\$205,709	\$205,709	\$205,709	\$205,709	\$205,709	\$1,028,545

Local Share/Match	Percent	Amount	Amount	Amount	Amount	Amount
	0.00%	0.00%	0.00%	0.00%	0.00%	\$0

Personal Narrative

*Salaries are based on the position title and grade as determined by the Putnam County Personnel Department, the collective bargaining agreement, and the approved county budget, which includes COLA Annual raises and longevity bonuses when applicable.

Program Director (P) - This position is responsible for the day-to-day operations of the CAC. The position provides direct staff supervision and program oversight, consults with Management Advisory Board on policy and attends necessary local, regional and state meetings pertaining to the program. Position is responsible for program oversight including the development of contracts, performance targets, strategic plans and program policies and procedures.

(P) - Budget years 1-5 - OCFS= 34.07% of time on the project.

CAC Coordinator (P) - Position oversees and supervises the victim advocacy, mental health and outreach initiatives. Responsibilities include facilitating the CAC multidisciplinary team, coordinating and conducting forensic interviews, provides outreach and education in the community.

(P) - Budget years 1-5 - OCFS = 15% of time on the project.

Office Assistant (P) - This position is responsible for managing the CAC database, tracking cases, and providing support to CAC staff and multidisciplinary team (MDT) members. Additional duties include greeting families, supervising the waiting area, conducting client surveys, overseeing inventory and ordering supplies, generating statistical reports, and coordinating meeting schedules, training, and travel for MDT members. Salary includes an anticipated reclassification increase effective 1/1/2026 and an increase in hours from 30 to 35 per week.

(P) - Budget years 1-5 - OCFS = 75% of time on the project.

Stipend & Longevity Payment(s) (P) - This line will be used to cover staff recruitment, retention and/or longevity stipend(s) and/or payment(s) for programmatic positions listed within the budget during the budget period.

Fringe Benefits - The agency's fringe benefit rate based on positions assigned to this project is 51.19%

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



Pers. - 3-17-26
Audit 3-30-26
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE
Fell - 4-7-26

cc-kev
Reso
#4

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance *KJC*
Re: Budgetary Transfer - **26T023**
Date: February 24, 2026

At the request of the Commissioner of MH, DSS and Youth, the following budgetary amendment is required.

Increase Estimated Appropriations:

10120000 51091 Pay Differential 2,527
Social Services - Overhead

Decrease Estimated Appropriations:

10104000 51000 (130) Personnel Services - vacant 2,527
Social Services - Account Clerk II

Admin Medicaid eligible
Fiscal Impact - 2026 - \$ 0
Fiscal Impact - 2027 - \$ 0

This Resolution is required to provide for a pay differential related to the Director of Eligibility position as per the attached correspondence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

2026 FEB 25 AM 11:09
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

February 19, 2026

TO: William Carlin, Commissioner of Finance

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

SUBJECT: DSS 2026 Budgetary Amendment

The Department of Social Services is seeking approval for a pay differential directly related to backfill of the **Director of Eligibility** role during its vacancy from 03/01/2026 – 04/30/2026. This request will compensate the current Coordinator of Temporary Assistance for their efforts in management and execution of tasks and responsibilities to that of the Director of Eligibility.

An adjustment is requested at an annual rate of the 2026 Adopted Budget for position #601020110 for compensation of this PuMa title (\$8.2036 / hour). To support the increase, funds are being utilized from a vacant Account Clerk II position within the Medicaid unit.

Increase Appropriations:

10120000	SS PROGRAM ADMN OVHD	
51091	PAY DIFFERENTIAL	\$2,526.71

Decrease Appropriations:

10104000	SS PROG ADMN MA ELGB	
51000 (130)	PERSONNEL SERVICES	\$2,526.71

Fiscal Impact (26) -0-

Fiscal Impact (27) -0-

Thank you for your time and consideration of this request.

cc:  Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau
Ariene Iasoni, Acting Personnel Officer

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc All, Pers, Audit
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso #5

DEPARTMENT OF FINANCE

MEMORANDUM

2026 MAR -3 PM 1:32

LEGISLATURE
PUTNAM COUNTY
CARNEL, NY

To: Diane Trabulsy, Legislative Clerk
From: William J. Carlin, Jr., Commissioner of Finance *KJC*
Re: Budgetary Transfer - **26T044**
Date: March 1, 2026

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

Increase estimated appropriations:

15311000 51000 (104)	Personnel Services <i>Senior Office Assistant</i>	70,834
15311000 58001	Retirement	7,210
15311000 58002	FICA	5,419
15311000 58004	Workers Compensation	971
15311000 58006	Dental	2,065
15311000 58008	Health	16,050
15311000 58009	Vision	242
		<u>102,791</u>

Decrease estimated appropriations:

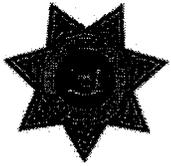
32311000 51000 (105)	Personnel Services <i>Senior Office Assistant</i>	70,834
32311000 58001	Retirement	7,210
32311000 58002	FICA	5,419
32311000 58004	Workers Compensation	971
32311000 58006	Dental	2,065
32311000 58008	Health	16,050
32311000 58009	Vision	242
		<u>102,791</u>

Fiscal Impact - 2026 - \$ 0
Fiscal Impact - 2027 - \$ 0

This budgetary transfer will allocate an administrative position from the BCI Division to the Civil Division as per the attached correspondence. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive



PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
(845) 225-4300



BRIAN M. HESS
SHERIFF

JAMES T. MENTON
UNDERSHERIFF

February 26, 2026

Mr. William J. Carlin Jr.
Commissioner of Finance
County Office Building
40 Gleneida Avenue
Carmel, NY 10512

Dear Commissioner Carlin:

I am requesting an amendment to the 2026 Putnam County Sheriff's Department budget to correct personnel services allocation between the BCI and Civil Divisions. This adjustment is strictly administrative in nature and does not impact the overall budget. The amendment is necessary to accurately reflect the intended allocations with operational structure and to ensure accurate supervisory oversight and financial reporting.

Specifically, this request will transfer position number 311032105 and all associated fringe, effective January 1, 2026, to a newly established position number within the Civil Division (311015XXX).

Respectfully,


Dominick L. Chiumento
Captain - Administration

cc All
Pers
Audit

Reso
#6

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

TO: COMMISSIONER OF FINANCE

FROM: THOMAS FEIGHERY, COMMISSIONER OF DPW

DEPT: DPW

DATE: March 2, 2026

I hereby request approval for the following transfer of funds: 2026

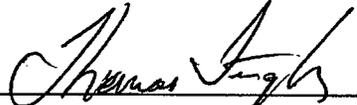
FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10711000 51000 10130 PER/SR ACCT CLK	10711000 51000 10131 PER/PRINC ACCT CLK	\$64,550.00	TO CHANGE TITLE AND RECLASS POSITION FROM SR ACCT CLERK TO PRINCIPAL ACCOUNT CLERK <i>in Parks</i>
10711000 51000 10124 PER/FARM ASSIT	10711000 51000 10131 PER/PRINC ACCT CLK	\$4,326.00	BALANCE NEEDED TO COVER RECLASS FROM SR ACCT CLR TO PRIN ACCT CLK RETRO TO JAN 1, 2026 <i>in Parks</i>
		<u>\$68,876.00</u> ✓	

2026 MAR -4 PM 4:00
 LEGISLATURE
 PUTNAM COUNTY
 CARMEL, NY

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2026 Fiscal Impact \$ 0

2027 Fiscal Impact \$ 0

 1/2/26

 Department Head Signature/Designee Date

AUTHORIZATION:

26T045

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

26T045

ADRIENE IASONI
ACTING PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

February 27, 2026

Classification/Reclassification Notice

Thomas Feighery
Commissioner of the Department of Public Works

Via email

Dear Commissioner Feighery,

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 02/17/2026
 New Position Duties Statement (Form 222) Dated _____
 Request for Additional Position(s) in an Already Established Classification (Form 222A) Dated _____

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Principal Account Clerk 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 Redfern".

Virginia Redfern
Senior Personnel Specialist

BACK

Putnam County Personnel Department
Classification/Reclassification Checklist

Name: Thomas Feishery Title: Commissioner DPW
Municipality: Putnam County Department: DPW
Preferred contact information: Kerianne Knaep 40113 Joe Belloci

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: \$68,876

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.

**March 11, 2026
Personnel Meeting**

#7. FYI – Accident Report

**March 11, 2026
Personnel Meeting**

#8. FYI – Incident Report