

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

HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE MEETING
TO BE HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Chairwoman Montgomery, Legislators Addonizio & Russo

Wednesday

6:00PM

June 10, 2026

1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – November 17, 2025 Meeting
4. Chairwoman's Report
5. Update – Status of ARPA Funds Appropriated for Mental Health and Contract With People USA, and \$2.1M Mental Health Fund – County Executive Byrne
6. Update – Co-Responder Team (CRT) Program – Sheriff Hess and Commissioner Servadio of Department of Social Services
7. Update – Department of Health – Status of Community Health Improvement Plan (CHIP) from Supervising Public Health Educator Shanna Siegal
8. Approval – Budgetary Amendment 26A049 – Department of Health– NYSACHO Immunization Action Plan Grant and Contracts
9. Approval – Budgetary Amendment 26T139 – Department of Health – Deputy Director Position and Reorganization Plan
10. Other Business
11. Adjournment

#3.

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE MEETING
HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Chairwoman Addonizio, Legislators Ellner & Russo

Monday

6:00PM

November 17, 2025

The meeting was called to order at 6:00 P.M. by Chairwoman Addonizio who requested Legislator Ellner lead in the Pledge of Allegiance. Upon roll call, Legislators Ellner and Chairwoman Addonizio were present. Legislator Russo arrived at 6:10 p.m.

**Item # 3 - Discussion – Update – Programs Affected by Federal Government Shutdown –
Social Services Commissioner Sara Servadio**

Social Services Commissioner Sara Servadio stated that federal funding cuts have negatively affected programs, so she requested that the Director of the Child Advocacy Center (CAC), Marla Behler and the Executive Director of the Putnam/ Northern Westchester Women’s Resource Center (PWRC), Paiget Solpiaget provide program updates.

Executive Director Behler stated that the Office of Victim’s Services (OVS) funds programs on a 3-year cycle, making up 75% of the CAC budget and that bidding for 2028 funding was successful, with a 2025-2028 award of \$610,000, which was \$200,000 more than the prior contract, and was included in their budget. She stated that two weeks into the new contract, OVS rescinded all awards, based on a decision from the NYS Comptroller’s Office, due to one program’s appeal of the application process. Director Behler stated that funding reverted to the previous year’s level, leaving a gap of \$116,000, and that the plan is to partner with PWRC to provide additional onsite mental health services, clinical and forensic interviewing support. She stated that although there is some state advocacy urging the Governor to continue the funding, the children of Putnam County will absorb this impact, so that is why funding is being requested now to maintain services to ensure continuity of care to safeguard our most vulnerable victims.

Chairwoman Addonizio questioned if the funding needed is \$116,000.

Executive Director Behler confirmed that the request is for just over \$116,000.

Commissioner Servadio stated that this funding is relied upon for three clinicians, and that there will be waitlists if the positions can’t be funded.

Chairwoman Addonizio stated that she supports this as she does not want to see children suffering in Putnam County.

Legislator Ellner stated that he’d like to see 100% of the funding given and questioned if \$200,000 is enough to maintain services.

Executive Director Behler stated that with the difference in the grant, just over \$200,000 is needed.

Commissioner Servadio stated that she and Executive Director Solpiaget should discuss, as they are partnering on resources and offsetting where possible; but they can come up with a firm amount.

Executive Director Solpiaget stated that he believes \$116,000 would be enough.

Legislator Ellner stated that if the grant comes through, it can be structured to go back to the general fund and that he would like to do this right, as these are critical programs. He stated that audit results are pending from Finance Commissioner William Carlin, and he suspects funding may be coming back, and so it should be put to good use as opposed to hoarding it.

Legislator Sayegh stated that it was her understanding that PWRC also lost funding and questioned if any was recovered.

Executive Director Solpiaget stated victims' services providers were destabilized in New York State due to what occurred. He stated that once the \$300,000 grant award was rescinded, staff were laid off, and that even though the grant was later reinstated, budget adjustments had already been made, and as the contract is already six months in, no further budget amendments can be made until March 2026. He stated that due to this, the agency is currently stuck in previous contract lines, and the surplus of the grant reinstatement can't be utilized yet. He stated that it is unrealistic to hire more staff now, as he believes the agency will have to sustain further future funding cuts. He stated that PWRC's partnership with CAC is making a difference and thanked the community for their support as well as the Legislature.

Legislator Sayegh stated that as an Advisory Board member of CAC, she is in support of any funding that the Legislature could assist with in closing the gap.

Legislator Montgomery stated that she would like to better understand what happened with the grant, as she had not heard of this previously. She questioned if they are working with the County Administration, what are their comments, and have they advocated to our state partners.

Commissioner Servadio confirmed that County Administration is helping and that Executive Director Behler and Director Solpiaget have contacted elected officials outside of the county as well.

Legislator Montgomery stated that she is happy to do what she can to make funding whole and help advocate on the state level.

Carmel resident Brett Yarris stated that, in his opinion, the investment in mental health services should not only be seen as making up a fiscal shortfall, but can potentially yield a return on investment in other forms; including less Emergency Room and psychiatric visits, to lower the costs working families sustain and therefore create a good return, approximately 10-20% return on investment in the long run.

Legislator Sayegh requested an update on SNAP (Supplemental Nutrition Assistance Program) and HEAP (Home Energy Assistance Program) from Commissioner Servadio.

Commissioner Servadio stated that HEAP remains on hold until further notice and that the season was supposed to open on November 3. She stated that with Code Blue temperatures now, a few constituents have reached out, and were connected instead to Putnam CAP (Community Action

Program) for assistance. She stated that last year 900 families were assisted, totaling about \$1,000,000, with more expected this year.

Chairwoman Addonizio stated that this is first time that we have had this issue.

Legislator Montgomery questioned whether any of the \$150,000 allocation made last week to address food insecurity went to CAP.

Commissioner Servadio confirmed that some of it went to CAP.

Legislator Montgomery questioned if CAP, based on our contract, could be used as the mechanism for residents to receive assistance that is not currently available through HEAP, using vouchers.

Commissioner Servadio stated that there have been conversations with CAP on this, but it would not be easy, as there are many oil and electricity companies, however, there have also been conversations on the State side on this as well.

Legislator Montgomery questioned Commissioner Servadio if an allocation to CAP is needed for HEAP, as she believes there were no restrictions on the line item of the food insecurity allocation.

Chairwoman Addonizio questioned if a \$1,000,000 allocation is needed for November 2025 to March 2026 timeframe, or about \$200,000 for one month.

Commissioner Servadio stated that those who received HEAP assistance last year are being contacted and as that she can move things around internally if CAP can't assist, so that people are not left in freezing homes. She stated that she needs to collect more information in her department before she is comfortable stating the amount needed to cover HEAP assistance.

Chairwoman Addonizio requested that Commissioner Servadio work on providing an amount needed, and can do that via email, so that work can be done to cover at least a month of funding quickly.

Commissioner Servadio stated that all Putnam County SNAP recipients received November benefits and that she has been looking at the allocations to provider agencies for the past month.

Legislator Ellner stated his concern that with extended cold, pipes could freeze and so the HEAP issue needs to be addressed as soon as Commissioner Servadio says it's necessary, which may mean special meetings are needed.

Commissioner Servadio agreed.

Chairwoman Addonizio stated that the update on daycare would be next.

Commissioner Servadio stated that as there was a decision to change applicant statuses from waitlist to denial, cases will be reexamined every thirty days, and that most other counties have done the same so as not to give false hope to applicants.

Commissioner Servadio questioned Executive Director Behler if she knew when funding is expected.

Executive Director Behler stated that she didn't know and there is an additional \$250,000 allocation that has not yet been used that she hopes will come again this cycle, so that the most vulnerable will continue to receive services.

Legislator Montgomery asked how many denials there were, since September 15.

Executive Director Behler stated it would include existing and new and that she will provide the number.

Item # 4 - Approval – Fund Transfer 25T412 – Social Services – Cover Projected Costs through Year End

Executive Director Behler stated that Items #4, 5, 6, and 7 are all similar, for reallocation of funds based on her review of projections for services through the end of the year and came up in the budget meetings where large increases were expected in daycare, Committee for Special Education, and Safety Net and are zero fiscal impact.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item # 5 - Approval – Fund Transfer 25T413 – Social Services – Cover Projected Costs through Year End

Chairwoman Addonizio a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item #6 - Approval – Fund Transfer 25T414 – Social Services – Cover Projected Costs Through Year End

Chairwoman Addonizio a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item #7 - Approval – Fund Transfer 25T415 – Social Services – Cover Projected Costs Through Year End

Chairwoman Addonizio a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item # 8 - Approval – Budgetary Amendment 25A112 – Social Services – Utilize Opioid Settlement Funds

Commissioner Servadio stated that there are six local agencies being awarded \$351,223 in 2026, with continued focus being as it has been for the last two years: harm reduction, prevention, education, treatment and stigma marketing campaigns.

Legislator Montgomery thanked Commissioner Servadio for the allocation to St. Christopher's Inn, and in her opinion, they are one of the best treatment facilities in the country and that she has worked with constituents to get them in. She stated that she hopes to find a way to get more treatment facilities in the County, especially for women, since St. Christopher's is only for men.

Chairwoman Addonizio a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item # 9 - Approval – Budgetary Amendment 25A113 – Social Services – Adjusting Mental Health State Aid Levels

Executive Director Behler stated that this is pass through funding received from the Office of Mental Health, for supportive housing per bed stipend allocated to three agencies.

Chairwoman Addonizio questioned if \$21,000 is enough.

Executive Director Behler stated it is a slight increase to their current rates.

Chairwoman Addonizio a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item # 19- FYI – Fund Transfer 25T370 – Social Services – Furniture

Executive Director Behler requested that Item #19 be discussed next, since it concerns Social Services.

Legislator Ellner made a motion to go out of order to address Item #9; Seconded by Chairwoman Addonizio. All in favor.

Executive Director Behler stated that this funding is in the furniture budget line and would be appropriated across other units in Social Services and to cover chairs in a waiting area, a desk and a filing cabinet.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item # 10 - Approval – Budgetary Amendment 25A102 – Historian – Purchase “History of Putnam County” Books

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item #11 - Approval – Fund Transfer 25T398 – Health Department – Early Intervention-Itinerant Services

William Orr, Fiscal Manager of the Health Department, stated that the next six items, #11 through #16 are zero fiscal impact, attributed to the increase in children from 215 to 225 in 2025 for Early Intervention, Pre-K and the Early Learning Center. He stated that these are housekeeping items, to pay vendors based on the whole years' outcome.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item# 12 - Approval – Fund Transfer 25T400 – Health Department – Pre-School Non-Employee Travel

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item # 13 - Approval – Fund Transfer 25T401 – Health Department – Districts Billing for Pre-School Special Education

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item # 14 - Approval – Fund Transfer 25T403 – Health Department – Pre-School Care at Private Institution

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item # 15 - Approval – Budgetary Amendment 25A105 – Health Department – Classroom Staffing for Universal Pre-Kindergarten Children to be Reimbursed by Carmel Central School District

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Russo. All in favor.

Item #16 - Approval – Budgetary Amendment 25A106 – Health Department – Special Education Itinerant Services

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item #17 - Approval – Health Department – Lead Agency – SEQRA Determination – Solid Waste Management Plan

Commissioner of Planning Barbara Barosa stated that SEQRA is required for any plan adoption and that the Legislature is considered as the lead agency, since they are considering adopting the plan.

Legislator Montgomery thanked Commissioner Barosa for all the work put into this important plan.

Public Health Director Rian Rodriguez stated that public comment on the plan will open tomorrow, and remain open for 45 days, and that he is looking forward to that process.

Legislator Sayegh questioned when and where the public hearing is being held and if information is online.

Savannah Usher, Solid Waste Program Manager, stated that the public hearing is tomorrow and that presentation is also available on the County website. She stated that there will be time

for public comment in person, online or residents can call in to the Health Department and leave voice mails, which will be transcribed.

Director Rodriguez stated that the plan was made available to all local Town Boards and libraries in print; keeping residents and officials well- informed.

Legislator Sayegh questioned if there is food scrap pick-up available County-wide.

Solid Waste Program Manger Usher stated that Philipstown currently has drop off locations at 59 Lane Gate Road & Kemble Avenue for Cold Spring and Nelsonville residents, and that 300 residents use the program. She stated that a County-wide program is being evaluated.

Legislator Sayegh stated that this is a great program that cuts down garbage going into landfills and that she would love to see Carmel in a similar program.

Legislator Montgomery stated that Philipstown was able to do this because of NYSERDA (New York State Energy Research and Development Authority) grant, that was used for consulting and to buy the compost boxes, and that she is unsure if a grant would be available to the entire County.

Solid Waste Program Manager Usher stated that an assessment will be conducted of the existing grants and funding opportunities available, and if they aren't County-wide, towns and municipalities will be notified of what is available.

Legislator Montgomery stated that New York State has announced Local Government Efficiency Grants and questioned if they could be used for these programs. She stated that consolidating food scrap recycling efforts County-wide should be considered.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item # 18 - Approval – Board of Health Appointments – Nesheiwat and Luce

Chairman Addonizio stated that Dr. Nesheiwat would fill a vacant seat on the Board of Health until December 31, 2026, and that Shelby Luce would resume the unexpired term previously held by Dr. Schoolman, concluding on December 31, 2025. She stated that both candidates were reviewed by the Board of Health and received unanimous support for their appointments.

Legislator Ellner asked Senior Deputy County Attorney Heather Abissi if there is a conflict of interest for Dr. Nesheiwat, as he works full time for the County.

Senior Deputy County Attorney Heather Abissi replied stated that she is not aware of any conflict.

Solid Waste Manager Savannah Usher stated that in addition to this role, she is the Recording Secretary for the Board of Health and spoke to NY State legal counsel as well as to County legal counsel to make sure there is no conflict of interest.

Legislator Sayegh stated that she sat in the interviews for four qualified candidates and she is happy there are appointees for the County with the institutional knowledge of Dr. Nesheiwat and professional caliber of Shelby Luce.

Public Health Director Rodriguez thanked Dr. Schoolman for his steadfast representation on the Board of Health for so many years.

Chairwoman Addonizio made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

Item # 20- Other Business – None

Item #21 - Adjournment

There being no further business at 6:45 p.m., Chairwoman Addonizio made a motion to adjourn; Seconded by Legislator Russo. All in favor.

Respectfully submitted by Administrative Assistant, Mary Dechiaro

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#5.

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MEMORANDUM

DATE: June 2, 2026

TO: Kevin Byrne
Putnam County Executive

CC: Compton Spain
Putnam County Attorney

Alexandra Gordon
Acting Commissioner of Finance

FROM: Nancy Montgomery *Nancy A. Montgomery*
Chairwoman, Health, Social, Educational & Environmental Committee

RE: Proposed ARPA Reallocation Resolution – Documentation and Clarification

Thank you for your June 1, 2026 memorandum regarding the proposed reallocation of ARPA funds originally appropriated through Resolution #135 of 2022 for the Stabilization Center project.

As you know, since January 2026 I have sought information regarding the status of this project, including requests for updates regarding the status of the contract, alternative implementation options, potential modifications consistent with Treasury/federal requirements, and opportunities to preserve the original public health purpose of the allocation. These efforts included multiple committee discussions, a Special Health Committee meeting, direct communication with Treasury regarding allowable modifications, exploration of alternative behavioral health stabilization service models, and consideration of whether a revised RFP could support continued investment in mental health services while remaining consistent with applicable federal requirements.

At this point, it appears clear that the original project, as contemplated, and any alternative proposal to retain these funds for their original mental health purpose, will not move forward. However, before the Legislature is asked to act upon the proposed reallocation resolution, I

respectfully request clarification regarding the status of the contract between Putnam County and the provider.

Specifically, during April 2026 committee discussions, the Legislature was informed that the contract had been terminated for convenience. Subsequent discussions revealed that the termination document had not yet been executed by the County Executive. Pursuant to Section 3.02(g) of the Putnam County Charter, contracts executed on behalf of the County require the signature of the County Executive.

I further note that your June 1, 2026 memorandum states that "the Administration considers the contract with People USA cancelled based on the April 20, 2026 letter between the parties." Again however, during the April 23, 2026 Special Health Committee meeting, the Legislature was advised that the termination-for-convenience document had not yet been executed by the County Executive. Further, as recently as May 13, 2026, I was informed by representatives of the provider that they remained awaiting execution of the document by the County. As a result, it remains unclear when, if at all, the April 20, 2026 letter became effective under the requirements of the Putnam County Charter and the terms of the underlying agreement.

For purposes of establishing a complete legislative record, I believe it is important that the date and manner of execution be clearly documented before the Legislature is asked to act upon a reallocation of funds subject to that contract.

Accordingly, I respectfully request:

1. A copy of the fully executed termination-for-convenience agreement, executed by you, together with the date upon which such termination became effective;
2. Confirmation that all contractual obligations between the parties have been satisfied, released, or otherwise resolved;
3. Clarification regarding the specific contractual provision relied upon in the June 1 memorandum stating that unused funds are forfeited and returned to the County as of June 1, 2026; and
4. Consideration of revising the April 13, 2026 Letter of Necessity and the proposed resolution to accurately identify the date, authority, and mechanism by which the contract was terminated, including the effective date of any termination-for-convenience agreement, if such termination has in fact occurred.

My intent is not to delay consideration of the proposed reallocation, but rather to ensure that the Legislature's record is complete and that any action taken is supported by the appropriate documentation. Given that these funds were previously subject to a contract with a specific provider, it is important that the County establish a clear and documented basis for any proposed reallocation. Doing so protects the interests of all parties involved, ensures that the Legislature is acting upon a complete record, and minimizes the risk of future contractual, legal, or compliance disputes arising from the disposition of these funds.

Once the above request has been fulfilled, the Chairman will have a sufficient record upon which to rely in determining the appropriate committee referral and consideration of this matter.

Thank you for your attention to this request.



cc All

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

To: Toni Addonizio, Legislator
District #3

CC: Diane Trabulsy
Clerk of the Legislature

The Putnam County Legislature

Alexandra Gordon
Acting Commissioner of Finance

FROM: Kevin M. Byrne
County Executive

DATE: June 1, 2026

RE: Mental Health Services Fund and APRA Reallocation of \$2.1M

2026 JUN - 1 PM 4: 25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I am in receipt of your May 29, 2026 memorandum regarding establishing a budget line for Mental Health. Thank you also for following up on your May 15, 2026 memorandum, which highlighted an important issue still outstanding with the Legislature: the reallocation of the \$2.1 Million in ARPA funds originally approved for a Stabilization Center.

As was stated in my May 12, 2026 memorandum, the Administration considers the contract with People USA cancelled based on the April 20, 2026 letter between the parties. In any case, it is my understanding, that by operation of the contract terms, as of today's date, any unused funds are forfeited and returned to the County for reallocation. We are thankful that the Legislature proposed and approved assignment of capital reserve funds to paving in order to gain more time to complete the reallocation, and to answer any outstanding questions.

It remains that the ARPA funds still need to be reallocated by the Legislature by passage of a new resolution. Attached for convenience is a copy of the draft resolution to reallocate the \$2.1 Million in ARPA funds to infrastructure. Paving continues to be the least risky of available projects. With your express support, I remain hopeful that your colleagues can take action on this matter soon.

Regarding to your query on the Mental Health Services Fund, as you may recall, Commissioner of Finance William Carlin stated in his April 13, 2026 memorandum to the Legislature that the request by the County Executive was received for the \$2.1 Million of the unassigned fund balance to be assigned to mental health initiatives , and that it would be assigned once the audit was complete. It is my understanding that while the audit is not yet complete, it is close to completion, and that the funds were successfully assigned to Mental Health by Commissioner Carlin.

Acting Commissioner of Finance Gordon is copied here to provide whatever backup and information that the Legislature may require in connection with the establishment of this fund.

Thank you again for your support and partnership.

WHEREAS, Putnam County allocated its American Rescue Plan Act (ARPA) funds pursuant to Resolution # 135 of 2022, with a focus on infrastructure related to school safety, mental health, substance abuse, food insecurity, clean water, roads, bridges and buildings; and

WHEREAS, a budgetary amendment was made pursuant to Resolution #135 of 2022 wherein \$2,500,000 was appropriated for a Stabilization Center; and

WHEREAS, Putnam County issued an RFP for the establishment and operation of a 24 hour a day, 7 day per week Crisis Stabilization Center in Putnam County to which People USA responded; and

WHEREAS, Putnam County contracted with People USA to establish and operate a 24-hour a day, 7 day per week Crisis Stabilization Center in Putnam County and that the County would provide \$2,500,000 in ARPA funding for the project; and

WHEREAS, any ARPA funds need to be expended prior to the December 31, 2026 deadline set by the U.S. Treasury; and

WHEREAS, the County and People USA agreed to a June 1, 2026 deadline in the contract to allow the County time to reallocate the funds timely if needed; and

WHEREAS, the U.S. Treasury allows APRA recipients to reallocate ARPA funds to a new contract after the December 31, 2024 deadline if the recipient and contractor mutually agree to terminate the contract for convenience; and

WHEREAS, due to circumstances beyond the County's control, it has become clear that People USA will not be able to perform under the contract to deliver a 24 hour a day, 7 day per week Crisis Stabilization Center in Putnam County, and that People USA has not expended the funds by the June 1, 2026 in accordance with the terms of the contract; and

WHEREAS, the Administration requests that the remaining funds (\$2,147,000) be reallocated to ARPA-eligible County-wide paving projects; and

WHEREAS, that paving is an allowable use of ARPA funds; and

WHEREAS, the Commissioner of Finance, and the County Auditor have reviewed and recommended said reallocation; and

WHEREAS, the County Executive has reviewed and recommended said reallocation; and

WHEREAS, the _____ Committee has reviewed and approved of this request; now therefore be it

RESOLVED, that \$2,147,000 of ARPA funds from the Stabilization Center project be reallocated to County-wide paving projects.

THE PUTNAM COUNTY LEGISLATURE

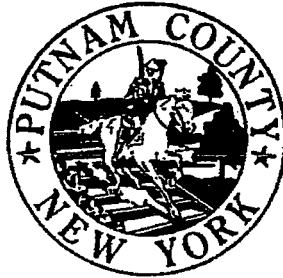
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MEMORANDUM

DATE: May 29, 2026

TO: Kevin Byrne
Putnam County Executive

CC: William Carlin, Commissioner of Finance

Nancy Montgomery, Chairwoman, Health, Social, Educational & Environmental Committee

FROM: Toni Addonizio
Legislator, District #3

RE: Establish Budget Line for Mental Health

As I have not yet received a response to my attached May 15, 2026 memorandum, I am writing to follow up on my request. In your April 2, 2026 press release "*Byrne Announces Plan to Create \$2+ Million Mental Health Services Fund, Protecting Commitment to Mental Health*" you state your intention to utilize over \$2 million of the County's unassigned fund balance to create a new "Mental Health Services Fund". Please provide the previously requested documentation showing that this fund has been created and the \$2.1 million has been allocated.

By copy of this memorandum, I am also requesting that Chairwoman of the Health, Social, Educational & Environmental Committee, Legislator Montgomery place this matter on the agenda of the June 10, 2026 Health Committee Meeting. Respectfully, I request a representative attend said meeting to speak to this significant funding.

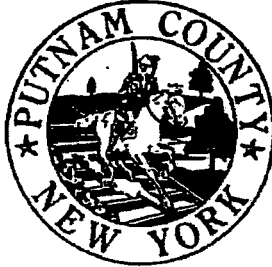
Thank you.

Attachment

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MEMORANDUM

DATE: May 15, 2026

TO: Kevin Byrne
Putnam County Executive

CC: William Carlin
Commissioner of Finance

FROM: Toni Addonizio
Legislator, District #3

RE: Establish Budget Line for Mental Health

As stated in your March 27, 2026 memorandum to Commissioner of Finance William Carlin, the expenditure of the \$2.1 million in ARPA funds originally approved for a Stabilization Center will have to be reallocated to a pre-approved project, likely related to infrastructure. I agree that reallocating these funds to a project most likely to be approved under the ARPA guidelines is the safest option at this point to avoid losing this multimillion-dollar allocation.

Although it is disappointing that the ARPA-approved Stabilization Center faced obstacles that ultimately prevented the project from coming to fruition, I wholeheartedly agree with your Administration's prioritization of mental and behavioral health care for Putnam County residents. I thank you for taking the initiative to request that Commissioner Carlin assign \$2.1 million of unassigned fund balance to public and mental health initiatives.

Respectfully, I request Commissioner Carlin to furnish the appropriate documentation confirming the requested account has been established. Thank you for your attention to this request.



ADA Compliance Information [Click Here](#) to learn more.

[FOOD PANTRY LOCATIONS](#)

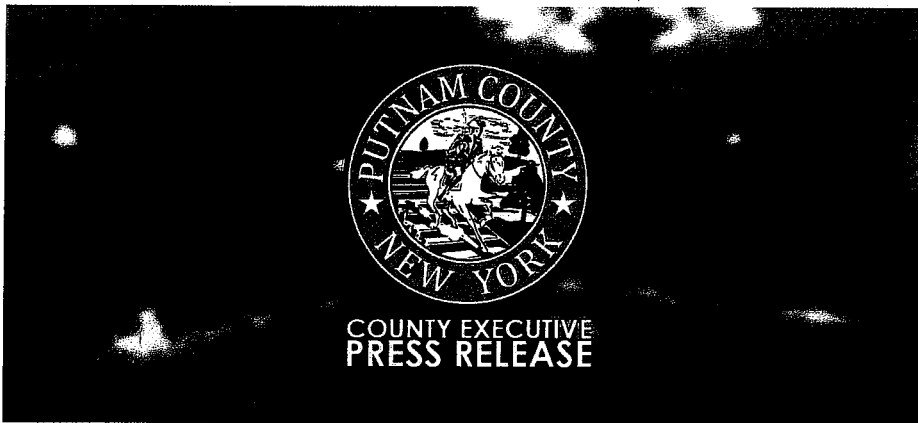
VISIT DSS FOR MORE INFORMATION [CLICK HERE](#).



County Executive

News & Press Release

[Back to Previous Page](#)



ARPA funding to be repurposed pending legislative action

Byrne Announces Plan to Create \$2+ Million Mental Health Services Fund, Protecting Commitment to Mental Health

02 April 2026

CARMEL, NY - Putnam County Executive Kevin Byrne today announced his intention to create a new Mental Health Services Fund totaling more than \$2 million—protecting and honoring the county's commitment to addressing the growing mental health needs throughout the region.

The fund will be established through the assignment of unassigned general fund balance, following a recommendation by County Executive Byrne and concurrence from the Commissioner of Finance.

Additional Articles



Row of Honor Seeking Sponsors



Putnam County, Daughters of American Revolution Mark 100th Anniversary with Donation to Restore Historic Sybil Ludington Statue



Byrne Takes Questions from Residents at Open Forums



Photo Release - Putnam CAP's Local Hero Award




Putnam County Seeks Vendors for 3rd Annual Youth Business Market on June 14



Putnam County Announces Application for State Grant to Improve Pedestrian Safety Along Fair Street in Philipstown & Cold Spring



Byrne Announces Plan to Create \$2+ Million Mental Health Services Fund,

 "This is a major step forward in our ongoing commitment to strengthening mental and behavioral health services in Putnam County," said Byrne. "We have made significant progress over the past several years, but the need remains. This investment ensures Putnam County has both the resources and flexibility needed, free of federal ARPA restrictions, to continue expanding access to care and delivering real support for our residents."

County Executive Elected Officials

Protecting Commitment
to Mental Health
Legislature Departments

The initiative stems from the County's original plan to utilize American Rescue Plan Act (ARPA) funding to contract for a 24/7 stabilization center. After years of effort the project was unable to move forward. Following this news, the Administration announced its intention to work with the County Legislature to identify other opportunities to responsibly repurpose the remaining balance of ARPA funds. County Executive Byrne also made it clear that Putnam County's commitment to supporting mental health services remained. This assignment of a portion of the county's fund balance honors that commitment.

By reallocating ARPA funding to other eligible projects and assigning these funds from the County's unassigned fund balance, Putnam County will create a dedicated, flexible funding stream for mental health initiatives that is not constrained by convoluted federal restrictions.

"This approach allows us to stay true to our original goal of expanding mental health services while adapting to changing circumstances," Byrne added. "We are using sound fiscal management to turn a setback into an opportunity."

The newly created fund will be structured as an assigned fund, meaning it will be restricted exclusively for mental health-related initiatives. Any expenditures from this fund would require approval from the Putnam County Legislature.

The County Executive's Office will continue to work closely with the Department of Mental Health, Social Services, and Youth Bureau to identify the most effective uses of this funding and develop a comprehensive plan for expanding services across Putnam County.

"This will not be a one-size-fits-all approach," Byrne said. "Whether it's crisis services, outpatient care, youth support, or community-based programs, Putnam County will invest accordingly."

Commissioner of Mental Health, Social Services, and Youth Bureau Sara Servadio welcomed the announcement and emphasized the impact this funding will have on residents.

"This investment will be a meaningful opportunity to expand and strengthen the continuum of care in Putnam County," said Servadio. "We are seeing increasing demand for mental health services across all age groups, and this dedicated funding will allow us to strategically grow programs, enhance access, and ensure that individuals and families can get the support they need closer to home."

Finance Commissioner William Carlin noted that the assignment is supported by the County's strong fiscal position and ongoing independent audit process, which ensures that reserves remain healthy even as new investments are made without the need to



**Byrne Highlights Putnam
County Transparency
Initiatives During
Sunshine Week**



**Putnam County
Celebrates Women's
History Month with
Revolutionary-Era
Performances at
Mahopac Public Library**



**Youth Award Honorees
Announced**

unnecessarily borrow funds or further burden property taxpayers.



County Executive

Elected Officials

Legislature

Departments

The latest investment builds on the Byrne Administration's broader efforts to improve access to mental health services. In recent years, the County has taken significant steps to elevate mental health as a core priority - including establishing a dedicated Director of Mental Health role, specialized co-response team that includes law enforcement and mental health professionals, strengthening partnerships with local providers like Philipstown HUB, the Prevention Council, Cove Care and others while advancing other new initiatives aimed at improving access to care, supporting Putnam County families and youth.

Together, these efforts reflect a sustained, comprehensive approach to behavioral health that continues to grow and evolve to meet the needs of Putnam County residents.

"As County Executive, I've made it clear that mental health matters," Byrne said. "This investment will reinforce that commitment and positions Putnam County to meet the needs of today while planning for the challenges of tomorrow."

###

Click below to see correspondence between County Executive Byrne and Commissioner of Finance Bill Carlin regarding the creation of a Mental Health Services Fund.

MEMO: Byrne to Carlin re – mental health funding [Byrne to Carlin Regarding Mental Health Funding - PDF](#)

MEMO: Carlin to Byrne re – mental health fund and audit [Carlin to Byrne Regarding Mental Health Fund and Audit - PDF](#)

Welcome Message

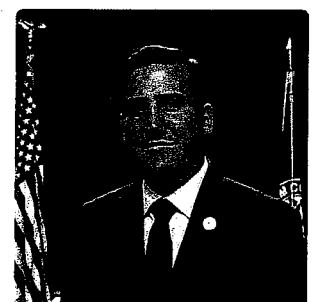
"Remember that Putnam County is home. Regardless of what may make us different as individuals, it is our respect for each-other as neighbors, our desire to step up and serve, to lend a hand, and leave this beautiful county better off than we found it. That is what makes this place so special. It is with that in mind that we as a county government are here to serve, and will always serve, with a desire to do better." - **Kevin M. Byrne | Putnam County Executive**

**Contact the Executive's
Office**

Office | 845.808.1000

Fax | 845.808.1901

[Send us a message](#)



Kevin M. Byrne

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
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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

MEMORANDUM

DATE: June 1, 2026

TO: Kevin M. Byrne
County Executive

CC: Sara Servadio, Commissioner, Department of Social Services

FROM: Nancy Montgomery
Chair, Health, Social, Educational & Environmental Committee

Nancy A. Montgomery

RE: Request for Attendance at June 10, 2026 Health Committee Meeting –
Update on Co-Responder Team (CRT) Program

I am writing in my capacity as Chair of the Health, Social Services, Educational & Environmental Committee to request that Commissioner Sara Servadio, or her designee, attend the June 10, 2026 meeting to provide an update regarding the status of the Co-Responder Team (CRT) Program and the County's plans for behavioral health crisis response services following the expiration of the current federal grant on June 30, 2026.

As the grant-funded program approaches its conclusion, the Committee would appreciate an opportunity to better understand the Department's assessment of the program and its vision for the future of crisis response services in Putnam County. Specifically, the Committee is interested in discussing:

- The current status of the CRT Program through June 30, 2026;
- Program outcomes and performance measures;
- The Department's evaluation of the CRT model;
- Plans for maintaining or expanding behavioral health crisis response services after the grant expires;

- Alternative response models being considered;
- Available state, federal, or other funding opportunities; and
- Opportunities for collaboration among the Department of Social Services, Sheriff's Office, Department of Mental Health, County Executive's Office, and Legislature.

As Chair of the Committee responsible for oversight of health and social service matters, I believe this discussion is important to understanding how Putnam County can continue to support residents experiencing behavioral health crises and ensure continuity of services moving forward.

I look forward to Commissioner Servadio's participation in this important discussion.

Thank you for your consideration of this request.

THE PUTNAM COUNTY LEGISLATURE

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putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*
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Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
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Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: June 1, 2026

TO: Brian M. Hess
Putnam County Sheriff

FROM: Nancy Montgomery
Chair, Health, Social, Educational & Environmental Committee

RE: Request for Attendance at June 10, 2026 Health Committee Meeting –
Update on Co-Responder Team (CRT) Program

I am writing in my capacity as Chair of the Health, Social Services, Educational & Environmental Committee to request your attendance at the Committee's June 10, 2026 meeting to provide an update regarding the status of the Co-Responder Team (CRT) Program and plans for mental health crisis response services following the expiration of the current federal grant on June 30, 2026.

As you noted in your recent correspondence regarding the future of the CRT Program, the Sheriff's Office remains committed to addressing mental health crises and to identifying a sustainable and effective model moving forward. Given the significance of these services to Putnam County residents, the Committee would appreciate an opportunity to better understand:

- The current status of the CRT Program through June 30, 2026;
- Outcomes, successes, and lessons learned during the grant period;
- Operational and financial considerations that influenced the Sheriff's Office decision regarding continued participation in the current model;
- Potential alternative response models under consideration;
- The anticipated role of law enforcement in future mental health crisis response efforts; and

- Any recommendations for collaboration among the Sheriff's Office, Department of Social Services, Department of Mental Health, County Executive, and Legislature moving forward.

The Committee's interest is ensuring continuity of services for residents experiencing behavioral health crises and understanding how Putnam County can continue to support effective crisis intervention and response efforts after the grant concludes.

I appreciate your consideration of this request and look forward to your participation in this important discussion.



PUTNAM COUNTY SHERIFF'S OFFICE

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



BRIAN M. HESS
SHERIFF

JAMES T. MENTON
UNDER SHERIFF

APR 16 PM 3:22
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

cc: all

To: Honorable Kevin Byrnes – Putnam County Executive

From: Brian Hess, Sheriff – Putnam County *B. Hess*

cc: Putnam County Legislator

Commissioner Sara Servadio - DSS

Director Paul Tang – Office Mental Health

Subject: Co-Responder Team (CRT) Program – Transition and Future Direction

I am writing to provide formal notice regarding the future of the Sheriff's Office participation in the County's Co-Responder Team (CRT) program, as well as to outline a path forward for continued collaboration on mental health response services.

The Putnam County Sheriff's Office fully recognizes the growing impact of mental health crises on our community. These incidents affect public safety, strain emergency services, and require a coordinated, professional response. We remain committed to being part of a long-term, sustainable solution that prioritizes both public safety and appropriate care for individuals in crisis.

Under the previous administration, the Sheriff's Office successfully secured a federal grant through the Office of Community Oriented Policing Services to support implementation of the CRT model. This grant funded a mental health professional, training, and related equipment. It is important to note, however, that the grant did not fund the assignment of a Sheriff's Deputy, which has required the Sheriff's Office to absorb that staffing cost over the past two years.

As with all Sheriff's Office operations, I have conducted a comprehensive review to ensure that personnel resources are deployed in the most fiscally responsible and operationally effective manner. Assigning a deputy full-time to the CRT has resulted in the loss of a patrol unit on the road, requiring backfill overtime to maintain minimum staffing levels. While I initially determined that this trade-off was justified to support the program, ongoing evaluation has raised significant concerns regarding long-term sustainability.

In addition to staffing considerations, a critical issue has emerged regarding the program's structure and governance. National best practices for co-responder models—including guidance from the Substance Abuse and Mental Health Services Administration and the



BRIAN M. HESS
SHERIFF

PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
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JAMES T. MENTON
UNDERSHERIFF

Council of State Governments Justice Center—emphasize the importance of clearly defined leadership, unified command structure, and collaborative oversight. Effective programs rely on aligned governance, mutual trust among partner agencies, and clearly delineated roles and responsibilities.

At present, the current structure has created operational challenges that are not consistent with those best practices. Since taking office, the Sheriff's Office has experienced repeated external scrutiny, including multiple meetings, legislative inquiries, and allegations related to fiscal management, operational tactics and the handling of individuals in crisis. While oversight is appropriate and expected, the cumulative effect has created an environment that is no longer conducive to effective collaboration. This has directly impacted morale and has resulted in a lack of willingness among deputies to continue participating in the program.

I want to be clear: the work performed by both the assigned deputies and the mental health professionals has been exceptional. Their efforts have positively impacted individuals in crisis and reflect the highest standards of public service. The challenges identified are not with frontline personnel, but with the structural and administrative framework under which the program currently operates.

Based on these factors, the Putnam County Sheriff's Office will conclude its participation in the CRT program in its current form upon the expiration of the federal grant on **June 30**.

This decision is not a withdrawal from our commitment to addressing mental health crises. Rather, it is an opportunity to re-evaluate and develop a more sustainable, clearly governed, and operationally sound model moving forward. I welcome the opportunity to work collaboratively with your office, the Legislature, and the Department of Social Services to design a program that aligns with best practices, ensures proper oversight, and effectively serves the residents of Putnam County.

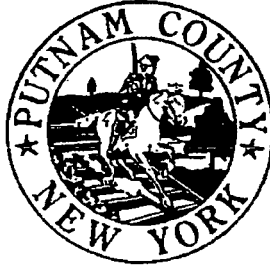
I am also open to exploring alternative models that may be a better fit for Putnam County, including mobile crisis team structures in which behavioral health professionals respond as the primary resource with law enforcement available as backup when public safety requires it.

I look forward to continuing this discussion and identifying a path forward that reflects our shared commitment to public safety and community well-being.

THE PUTNAM COUNTY LEGISLATURE

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Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: April 6, 2026

TO: Kevin Byrne
Putnam County Executive

Sheriff Brian Hess

CC: Commissioner Sara Servadio, Department of Social Services
Legislator Thomas Regan Jr., Chair, Protective Services

FROM: Nancy Montgomery
Putnam County Legislator, District #1

Nancy A. Montgomery

RE: Budgetary Amendment 26A022 for Co-Response Team Grant

As a member of the Protective Services Committee, I will be meeting with Sheriff Brian Hess to better understand the budgetary transfer outlined in Budgetary Amendment 26A022, related to the Co-Response Team Grant. Respectfully, I request Commissioner of the Department of Social Services Sara Servadio attend said meeting as well.

I have already reached out to Sheriff Hess to coordinate availability on his end and would appreciate the opportunity to have this meeting prior to the upcoming Protective Services Committee meeting on Wednesday, April 8th.

I am available tomorrow, Tuesday, April 7th at 4:00 PM or Wednesday, April 8th at 3:00 PM to meet in person. If neither of those times are available, I request that Commissioner Servadio please let me know and I will adjust my calendar accordingly.

Thank you for your consideration.

Attachment

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



CC: All
Protective - 4/8
Audit - 4/27
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE
Full - 5/5/2026
RCSO

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SMB*
Re: Budgetary Amendment - 26A022
Date: April 1, 2026

2026 APR - 1 PM 3:04
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND

Increase Appropriations:

13311000 52650 10211	Motor Vehicle Sheriff Communications	26,416
----------------------	--------------------------------------	--------

Decrease Appropriations:

10431000 51000 10211	Personnel Services - Mental Health	5,773
10431000 54640 10211	Education & Training - Mental Health	15,090
10431000 58001 10211	State Retirement - Mental Health	921
10431000 58002 10211	Social Security - Mental Health	245
10431000 58004 10211	Workers Compensation - Mental Health	1,909
10431000 58008 10211	Health Plans - Mental Health	38,717
		<u>62,655</u>

Decrease Appropriations:

13311000 52180 10211	Other Equipment - Sheriff Communications	10,863
13311000 54210 10211	Vehicle Leasing/Rental - Sheriff Comm.	13,326
13311000 54640 10211	Education & Training - Sheriff Comm.	10,943
		<u>35,132</u>

Decrease Revenues:

10431000 444900 10211	CRT Grant - Co-Response Team Grant - Mental Health	75,550
13311000 444900 10211	CRT Grant - Co-Response Team Grant Sheriff Comm.	8,716

Decrease:

10199000 54980	Contingency	12,895
	Fiscal Impact - 2026 - \$ -0-	12,895
	Fiscal Impact - 2027 - \$ 0	-

This Resolution is necessary to record remaining expenditure & revenues related to the CoResponse Team Grant expiring on June 30, 2026.

Approved:

**Kevin M. Byrne
County Executive**

Purpose of Travel **Location** **Type of Expense** **Cost** **Duration or Distance** **# of Staff** **Total Cost**

No Items

Consultant Travel Total Cost

\$0

Procurement Total Cost

\$0

Other Costs

Description

Quantity

Basis

Costs

Length of Time

Total Costs

1 Overtime for Sworn Deputy Sheriff

1.00

Annual

\$15,000.00

2.00

\$30,000.00

Other Costs Total Cost

\$30,000

Additional Narrative

Overtime for call-out or holdover for sworn Deputy Sheriff associated with Co-Response Team activities.

Indirect Costs

Description

Base

Indirect Cost Rate

Total Cost

No Items

Indirect Costs Total Cost

\$0

For guidance, see DOJ Financial Guide Chapter 3.11 on "Indirect Costs" "BudgetModification"

Justification

We are requesting a Grant Award Modification for the FY23 Implementing Crisis Intervention Teams grant due to the approved extension of the grant period. As a result of this extension, additional funding is needed in the Salary and Fringe categories to retain the project's Mental Health Clinician through the end of the grant term.

To support this need, we propose transferring unutilized funds from the Travel budget line, along with excess Fringe Benefit funds, into Salary and Fringe. Travel funds remain available due to lower-than-anticipated travel-related expenses. Additionally, the Mental Health Clinician did not utilize county health insurance, resulting in unused fringe funds that can be redirected to support salary and



Department of Justice (DOJ)

Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

Case Status:
Resolved-Completed

Solicitation Title:

FY23 Implementing Crisis Intervention Teams- Community Policing Development Solicitation

Project Title:

FY23 County Of Putnam , NY CIT Grant

Project Period:

10/1/23 - 6/30/26

Managing Office:

COPS

DOJ Grant Manager:

Linda Braswell

Grant Award Administrator:

Johnathon Citanek

Last Updated Date:
03/27/2026

Solicitation Category:
N/A

Federal Award Amount:
\$400,000.00

Funding Instrument Type:
Grant

UEI:
RNKJAGJKCVL8

COPS ORI:

TIN:
*****2759

Award Number:
15JCOPS-23-GG-01767-PPSE

Budget Modification

Budget Detail and Summary Modification



Project Budget Summary

Budget Category	Approved Budget	Requested Budget Changes	Revised Budget	Percentage
Sworn Officer Positions:	\$0	\$0	\$0	
Civilian or Non-Sworn Personnel:	\$259,733	\$2,545	\$262,278	
Travel:	\$46,000	-\$23,000	\$23,000	
Equipment:	\$55,562	\$20,455	\$76,017	
Supplies:	\$8,705	\$0	\$8,705	
SubAwards:	\$0	\$0	\$0	
Procurement Contracts:	\$0	\$0	\$0	
Other Costs:	\$30,000	\$0	\$30,000	
Total Direct Costs:	\$400,000	\$0	\$400,000	
Indirect Costs:	\$0	\$0	\$0	
Total Project Costs:	\$400,000	\$0	\$400,000	
Federal Funds:	\$400,000	\$0	\$400,000	100.00%
Match Amount:	\$0	\$0	\$0	0.00%
Program Income:	\$0	\$0	\$0	0.00%

Budget Detail Summary

Sworn Officer

Civilian Personnel

Position Title
Mental Health Clinician
Number of Positions
1

Position Description

Mental Health Clinician - Co-Response Team

Year: Year 1

Year 2

Year 3

Salary

Salary	% Time	\$85,000.00	% Time	\$85,000.00	% Time	\$50,500.00
	100%		100%		100%	
Allocated Salary		\$85,000.00		\$85,000.00		\$50,500.00

Fringe Benefits

Social Security

6.2% \$5,270.00

\$5,270.00

\$3,131.00

Medicare

1.45% \$1,232.50

\$1,232.50

\$732.25

Health Insurance

Fixed Amount
no value
no value

no value
no value

no value
no value

Life Insurance

Fixed Amount
\$5.95
\$5.95

\$5.95
\$5.95

\$400.00
\$400.00

Vacation
Included In Salary? Hours \$0.00 \$0.00 \$0.00
Yes 0

Sick Leave
Included In Salary? Hours \$0.00 \$0.00 \$0.00
Yes 0

Retirement
Fixed Rate \$8,160.00 \$8,160.00 \$4,848.00
9.60% 9.60% 9.60%

Workers Compensation
Fixed Amount \$1,615.00 \$1,615.00 \$100.00
\$1,615.00 \$1,615.00 \$100.00

Unemployment Insurance
Exempt \$0.00 \$0.00 \$0.00

Other Benefit
None \$0.00 \$0.00 \$0.00

Other Benefit
None \$0.00 \$0.00 \$0.00

Other Benefit
None \$0.00 \$0.00 \$0.00

Summary Totals

Year:	Year 1	Year 2	Year 3
Benefits	\$16,283.45	\$16,283.45	\$9,211.25
Salary	\$85,000.00	\$85,000.00	\$50,500.00
Total	\$101,283.45	\$101,283.45	\$59,711.25
Mental Health Clinician			
Number of Positions			
1			
Total Salary and Benefits			
\$262,278			

Travel

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost
1 Co-Responder Conference	TBD	Transportation	Round-Trip	\$2,500.00	1.00	2.00	2.00	\$10,000.00
2 CIT International Conference	TBD	Other	N/A	\$750.00	1.00	2.00	2.00	\$3,000.00
3 CIT International Conference	TBD	Transportation	Round-Trip	\$2,500.00	1.00	2.00	2.00	\$10,000.00

Travel Total Cost

\$23,000

Additional Narrative

Training will be conducted at the National Co-Responder Conference and CIT International Conferences. Locations and conference fees have not been published for FY 24 & FY 25 events.

Equipment

Equipment Item	# of Items	Cost	Total Cost
1 APX 8500 Mobile Radio	1.00	\$7,712.10	\$7,712.10
2 APX 8000 Portable Radio w/ encryption	1.00	\$8,049.30	\$8,049.30
3 Lockable Vehicle Equipment Vault	1.00	\$1,241.67	\$1,241.67
4 Misc Equipment	1.00	\$2,559.41	\$2,559.41
5 Vehicle	1.00	\$56,455.00	\$56,455.00

Equipment Total Cost

\$76,017

Additional Narrative

A dedicated Co-Response Team vehicle will be leased through Enterprise Fleet at a projected cost of \$18,000.00 per year and suitable for interaction with persons in crisis. Land Mobile Radio for response vehicle and Portable Radio for clinician.

A lockable vehicle equipment vault was identified as a requirement to secure Co-response Team equipment & computers.

Supplies

Purpose of Supply Items	# of Items	Unit Cost	Total Cost
1 Mobile computer and peripherals	2.00	\$3,000.00	\$6,000.00
2 Computer Monitor	2.00	\$166.21	\$332.42
3 Color Printer	1.00	\$339.00	\$339.00
4 Wireless Mouse	2.00	\$16.55	\$33.10
5 Misc Computer and Office Supplies	1.00	\$2,000.00	\$2,000.00

Supplies Total Cost

\$8,705

Additional Narrative

Computing devices and general office supplies, forms, and miscellaneous supplies.

2 Computer monitors, color printer, and wireless mice were identified as a need for the Co-Response Team administrative workstations.

SubAwards

Item	Description	Country	State/U.S. Territory	City	Total Cost
------	-------------	---------	----------------------	------	------------

No items

Subawards Total Cost

\$0

Procurement Contracts

Item	Description	Consultant	Country	State/U.S. Territory	City	Total Cost
------	-------------	------------	---------	----------------------	------	------------

No items

Procurement Cost

\$0

Consultant Travel Required

Yes

Consultant Travel

applicable fringe costs for the remainder of the grant period.

We also request approval to use available funds to pay off the lease of the dedicated co-response team vehicle prior to the grant's conclusion. The vehicle is a critical resource for the co-response team and directly supports ongoing crisis intervention activities under this award.

This budget modification is necessary to sustain essential personnel and operational capacity through the extended grant period. The proposed changes will not impact the project's scope of work or intended outcomes, but rather will ensure that grant funds are fully utilized in support of program objectives.

Budget/Financial Documentation

Grants Management Comments

Create Date

No items

User

Note

RIAN RODRIGUEZ, MPH
PUBLIC HEALTH DIRECTOR



cc All Health

7.

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

Date: May 22, 2026
To: Dan Birmingham, Chair of the Legislature
Nancy Montgomery, Chair of the Health Committee
Cc: Putnam County Legislature
County Executive Kevin Byrne
Adriene Iasoni, Acting Personnel Officer
From: Rian Rodriguez, Public Health Director *(RR)*
William Orr, Senior Fiscal Manager

2026 MAY 26 AM 11:58
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Subject: Request to Present to Committee in June

PCDOH leadership is kindly requesting to revisit the organizational structure agenda item from April's Personnel Committee meeting that was ultimately referred to the Health Committee. Given the expected fluctuations as well as the unforeseen crises that occur in public health, continuity of operations is essential. Proposed organizational changes consider the personnel and programmatic challenges encountered with the current and historical structure of one lead administrator. The proposed adjustments will boost operational resilience and enable administrative oversight and support for the dozens of programs and employees of the department.

The time-sensitive nature of this request is necessary because we are about to be formally engaged in 2027 budget discussions. We are committed to a collaborative approach regarding this cost-neutral department-organizational proposal; a timely discussion and a vote from the health committee will ensure we can proceed with 2027 budget discussions with a comprehensive and well-informed plan.

In addition to the aforementioned request, PCDOH would like to provide the legislature with an update regarding the status of the Community Health Improvement Plan (CHIP) which is due to NYSDOH on June 30th as well as a resolution for approval to accept an award from New York Association of County Health Officials (NYSACHO) that will support a regional CHIP initiative.

We are thankful for your continued support and partnership as we work together to keep Putnam healthy.

Attachments: NYSACHO award letter of agreement

2026 JUN -3 PM 1:06

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Let's Talk Health: Community Health Improvement Plan Priorities

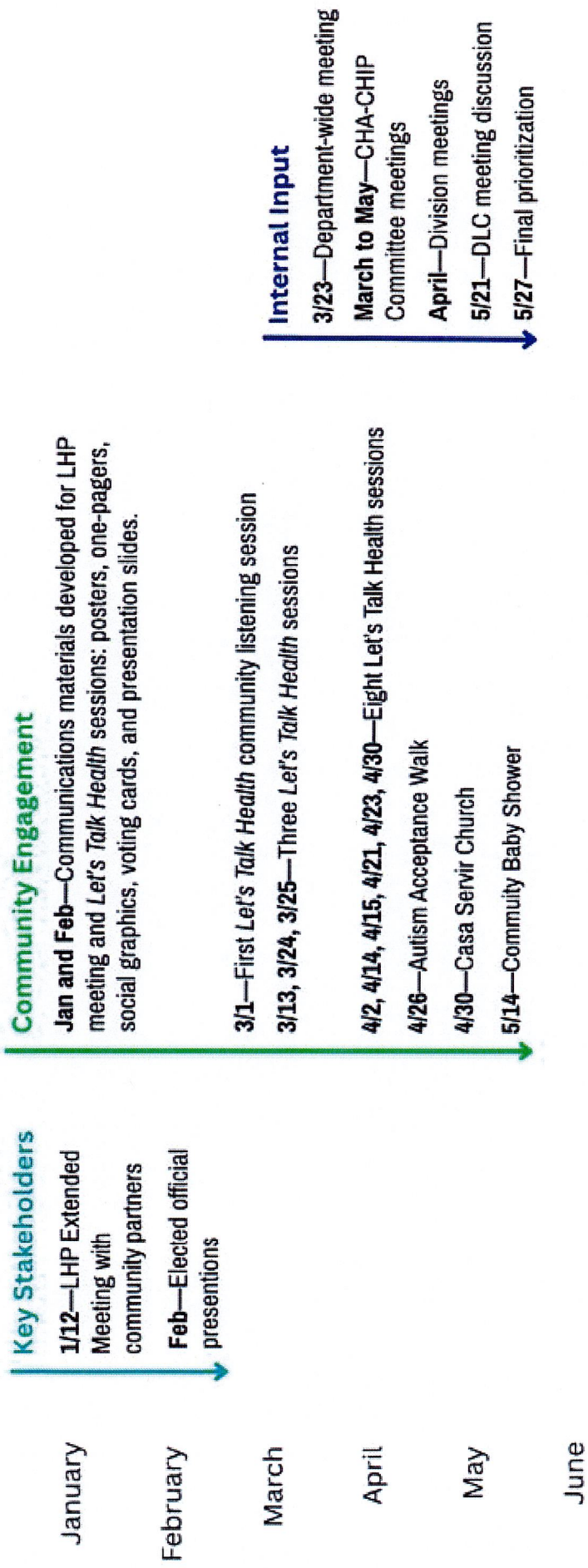


Shanna Siegel, RN, BSN

Supervising Public Health Educator, Public Information Officer • Putnam County Department of Health

Prioritization Process

The Putnam County Department of Health used a multi-level approach to the prioritization process that spanned five months. It kicked off with an extended community partner meeting in January during which LHP coalition members were presented with the CHA findings. The final prioritization took place at the end of May with representatives from the health education division, the CHA-CHIP Committee, the Division Leadership Council (DLC) and the Health Director.



Let's Talk Health: Community

Friendship Centers	Rotary	Live Healthy Putnam	Town Boards	Community Events	Community Events
Healthcare Access	MH & Suicide Prevention	Healthcare Access	Healthcare Access	MH & Suicide Prevention	Healthcare Access
Economic Stability	Food Access	MH & Suicide Prevention	MH & Suicide Prevention	Healthcare Access	MH & Suicide Prevention
MH & Suicide Prevention	Healthcare Access	Food Access	Economic Stability	Economic Stability	Economic Stability
Food Access	Economic Stability	Economic Stability	Food Access	Food Access	Food Access
Childhood Preventive Diseases	Childhood Preventive Diseases	Maternal & Child Health	Childhood Preventive Diseases	Childhood Preventive Diseases	Childhood Preventive Diseases
Maternal & Child Health	Maternal & Child Health	Alcohol & Tobacco	Maternal & Child Health	Maternal & Child Health	Maternal & Child Health
Alcohol & Tobacco	Alcohol & Tobacco	Childhood Preventive Diseases	Alcohol & Tobacco	Alcohol & Tobacco	Alcohol & Tobacco

Community Health Improvement Plan Priorities

- **Poverty**
Addressing Putnam County's focus areas of **economic stability and food access and healthy eating**
- **Preventive Services**
Addressing Putnam County's focus area of **childhood preventive services**
- **Opportunities for Continued Education**
Addressing Putnam County's focus areas of **economic stability and mental health and suicide prevention**

Community Health Improvement Plan: Priority Interventions

- Implement learning opportunities for mental health training and Trauma Informed Practices
- Implement evidence-based interventions as listed in the Community Guide to increase HPV vaccine rates using small media to promote awareness, establish provider reminder and recall systems in clinics, and use patient navigators to address patient barriers.
- Partner with organizations that provide services for older adults in rural areas (e.g., Office for Aging, faith-based organizations, centers serving older adults, libraries, and community-based organizations (CBOs)). These services may include:
 - Development of mobile food banks
 - Delivery of programs on eating nutritious food
 - Resources on food access
- Provision of information designed for older adults on programs such as Prescription Produce and farmers markets
- Develop (distribute) a resource guide that can be posted on websites and distributed at clinics, hospitals, libraries, and pharmacies to include information on community resources
- Collaborate with local DSS: Establish joint needs assessment, creating formal referral pathways; co-host community outreach; cross-train staff on services; develop shared data systems; foster leadership support from both agencies

Health - June
Audit - June
Full - July

Resc

#8.

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: Alexandra Gordon, Acting Commissioner of Finance *AG*
Re: Budgetary Amendment - **26A049**
Date: June 2, 2026

At the request of the Public Health Director, the following budgetary amendment is required.

Increase Estimated Appropriations:

11017000 54646 10244 NYSACHO Immunization Action Plan Contracts 25,000

Increase Estimated Revenues:

11017000 44401B 10244 NYSACHO Immunization Action Plan Grant 25,000

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

This Resolution will adjust the Health Department Budget to ensure the Health Department provides programs which align with the approved uses of the funds. Please forward to the appropriate committee.

Approved : : _____
Kevin M, Byrne, County Executive

2026 JUN -3 PM 1:06
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

RIAN RODRIGUEZ, MPH
PUBLIC HEALTH DIRECTOR



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

TO: William Carlin, Interim Commissioner of Finance

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

WAO

DATE: May 27, 2026

RE: **Budgetary Amendment**

Please review and approve this Budgetary Amendment for the NYSACHO Immunization Action Plan (IAP) Mini Grant. This Amendment will ensure that we provide programs which align with the approved uses of the funds.

Increase Revenue: 11017000-44401B-10244 \$25,000.00
NYSACHO IAP Mini Grant

Total Increase Revenue **\$25,000.00**

Increase Expense: 11017000-54646-10244 \$25,000.00
NYSACHO IAP Mini Grant-Contracts

Total Increase Expense **\$25,000.00**

Total Fiscal Impact **(0.00)**

See backup attached.

26AD49

APPROVAL/HUDSON VALLEY PUBLIC HEALTH COLLABORATIVE NYSACHO
IMMUNIZATION ACTION PLAN AWARD

WHEREAS, Section 5-2 (E) of the Putnam County Code provides that an applicant of any grant application that does not require any County matching funds shall notify the Putnam County Legislature of the submission of a grant application. In the event the Legislature objects to such grant application, the applicant shall withdraw it forthwith; and

WHEREAS, Section 5-1 (D) of the Putnam County Code provides in the case where time is of the essence and Legislative approval before submission is not possible, that an application be made and shall be furnished to the Legislature for consideration; and

WHEREAS, The New York State Association of County Health Officials (NYSACHO) is a not-for-profit association with 501(c)(3) tax-exempt status, representing local health departments (LHDs) in New York State; and

WHEREAS, NYSACHO, with support from the New York State Department of Health (NYSDOH), intends to award up to twenty (20) grants, in amounts of up to \$5,000 each, to support local Immunization Action Plan projects; and

WHEREAS, the grant with an application deadline of May 1, 2026 required is no matching funds on the part of the County; and

WHEREAS, Putnam County and regional partners including Orange, Rockland, Westchester, Sullivan counties through their respective health departments collaboratively produced a Hudson Valley Regional Community Health Assessment; and

WHEREAS, in such document several data indicators pointed to declines in immunization rates that impact communities across the region; and

WHEREAS, NYSACHO will provide funding in the amount of \$25,000, to The Hudson Valley Public Health Collaborative (HVPHC) via the Putnam County Department of Health to support the Immunization Action Plan Projects, as described in The Hudson Valley Public Health Collaborative (HVPHC) application; and

WHEREAS, the Health Committee has reviewed and approved of this grant application; now therefore be it

RESOLVED, that the Putnam County Legislature approves and authorizes the Putnam County Department of Health to accept the award for the Immunization Action Plan project as outlined in the grant application.

Letter of Agreement

New York State Association of County Health Officials

&

The Hudson Valley Public Health Collaborative (HVPHC) Health Department

The New York State Association of County Health Officials (NYSACHO), will provide funding to The Hudson Valley Public Health Collaborative (HVPHC) County Health Department to support the Immunization Action Plan Projects, as described in The Hudson Valley Public Health Collaborative (HVPHC) County Health Department's application.

To ensure materials developed through this project are consistent with the positions of the New York State Department of Health (NYSDOH), it is strongly recommended that materials be shared with NYSACHO for review prior to publication.

By September 30, 2026, The Hudson Valley Public Health Collaborative (HVPHC) County Health Department agrees to:

- Participate in two (2) check-in calls with NYSACHO and NYSDOH. These will likely be scheduled as a kickoff call and a final project presentation call.
- Develop a summary project presentation that could be presented to other LHD partners during a future webinar, summarizing the project, best practices, and lessons learned.
- Complete a project evaluation at the beginning and end of the project to identify anticipated outcomes, challenges, stakeholders, etc. An evaluation template will be provided.
- Save receipts for purchases made using project funds. Receipts should be made available upon request from NYSACHO or NYSDOH.

NYSACHO agrees to:

- Provide feedback on materials shared for review within two (2) business days.
- Provide technical assistance for completion of tasks, including via phone, email, or Zoom/WebEx consultations.
- Schedule and facilitate check-in calls throughout the project period.

Compensation

NYSACHO will provide The Hudson Valley Public Health Collaborative (HVPHC) County Health Department with funding in the amount of \$25,000, via a one-time payment. To process this payment, please fill out the "Invoice Template" sent along with this letter of agreement and return to Robert Viets (rviets@nysacho.org).



Please note: If you anticipate that the funding will not fully fund your work and expect to use other sources, please confirm with those funders that your mini-grant deliverables are eligible for reimbursement. If you plan to use Article 6 State Aid, we recommend that you reach out to the NYSDOH Article 6 team at the start of the award period to clarify what mini-grant related activities are or are not eligible for Article 6 reimbursement.

Signed by:

The New York State Association of County Health Officials (NYSACHO)

Robert L. Viets, Program Director

Name (print), Title

Robert L. Viets

Signature

May 21, 2026

Date

The Hudson Valley Public Health Collaborative (HVPHC) County Health Department

Name (print), Title

Signature

Date



NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS

Leading the Way to Healthier Communities

Request for Applications

Immunization Action Plan Projects

Released April 6, 2026

Applications due by 11:59 PM ET

Friday, May 1, 2026

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Background

The New York State Association of County Health Officials (NYSACHO) is a not-for-profit association with 501(c)(3) tax-exempt status, representing local health departments (LHDs) in New York State. NYSACHO provides advocacy, training, and technical assistance to LHDs. It is the voice of the state's local public health system working for all New Yorkers to prevent disease and disability, promote health and safety, and protect against public health hazards in the environment.

In line with NYSACHO's mission to support and empower LHDs in their work to promote health and wellness, NYSACHO is committed to strengthening immunization efforts across New York State. NYSACHO seeks to support LHD-led initiatives that improve vaccination coverage, address gaps and disparities, and reduce barriers to immunization through data-driven, community-focused strategies. To this end, NYSACHO, with support from the New York State Department of Health (NYSDOH), intends to award up to twenty (20) grants, in amounts of up to \$5,000 each, to support local Immunization Action Plan projects.

Application Information

Applicants will submit a project description and proposed project budget, using the Application Template in Appendix A. Examples of immunization projects are provided in Appendix B. Complete applications should be submitted electronically to Robert Viets (rviets@nysacho.org) by Friday, May 1, 2026, with the email subject line: "2026 IAP Grant Application." All applicants will be notified of their selection status by or around **Friday, May 22, 2026**.

Eligibility

To be considered for this funding opportunity, applicants must be a local health department (LHD) based in the State of New York. LHDs may apply individually or collaboratively as a group of two or more LHDs proposing a shared or regional Immunization Action Plan project. For group applications, one LHD must be designated as the lead applicant and fiscal agent, responsible for submitting the application, managing the award, and fulfilling all reporting requirements on behalf of the group.

Scoring & Evaluation

NYSACHO and NYSDOH will use the following criteria to review and score applications materials:

- **Alignment with Immunization Action Plan Goals (50 points)**
 - Clearly demonstrates alignment with established Immunization Action Plan (IAP) priorities and explicitly identifies the specific IAP goal(s) and objective(s) addressed by the proposed project.
 - Clearly identifies immunization-related needs and gaps using local data (e.g., NYSIIS data, coverage rates, school compliance, adult immunization trends).
 - Articulates specific, measurable goals that directly support improved vaccination coverage and reduced barriers to immunization.



- **Project Description (25 points):** Provide a description of the initiative, project, or activity to be supported with this funding. The project description should:
 - Clearly define the population(s) to be served (e.g., children, adolescents, adults, older adults, healthcare workers, close-knit communities, seasonal farm workers, school nurses, provider groups, at risk communities, unhoused, individuals with chronic health conditions, pregnant people).
 - Identify disparities or access barriers affecting vaccination uptake (e.g., geography, access, vaccine confidence, language, transportation).
 - Explain how the project will build upon previous work, and/or how the project will be used to support work beyond the scope of this funding period.
 - Please note: Distribution of educational resources must be integrated with educational programming. Proposals should demonstrate how they will combine outreach with substantive educational activities (e.g., presentations, trainings, skill-building sessions, communications campaigns, etc.) to create a more comprehensive approach.
- **Collaboration (10 points):** Include information on how internal and/or external partners will be involved with carrying out the proposed project.
 - Applicants that identify and engage at least one partner will be given priority consideration. Please include the name of the partner and describe their role in project implementation. Partners may include: community-based organizations, hospitals, FQHCs, local government agencies, libraries, and others!
 - A letter of support from the partnering partner is strongly recommended.
- **Evaluation (15 points):** Describe how the applicant will demonstrate how the project made an impact on the community.



Project Information

Timeline

Deadline	Activity
Monday, April 6, 2026	RFA opens
Friday, April 10, 2026 from 12:00-1:00	Optional Webinar: Mini Grant Q&A. LHDs may join this webinar to ask questions. https://us02web.zoom.us/meeting/register/L29CMUQLThK5fuJ84iwelg
Friday, May 1, 2026	Applications due to Robert Viets (rviets@nysacho.org)
Friday, May 22, 2026	All applicants notified of selection status
June, 2026	Begin project activities and participate in check-in calls with NYSACHO and NYSDOH
Friday, July 31, 2026	Evaluation section 1 due
Friday, August 28, 2026	Submit final report to NYSACHO
Wednesday September 30, 2026	Evaluation section 2 due

Requirements

By August 28, 2026, selected applicants will be required to:

- Participate in two (2) check-in calls with NYSACHO and NYSDOH. These calls will include all those that are funded.
- Develop a summary project presentation that could be presented to other LHD partners during a future webinar, summarizing the project, best practices, and lessons learned.
- Complete a project evaluation at the beginning of the project to identify anticipated outcomes, challenges, stakeholders, etc. An evaluation template from prior funding cycles is provided in Appendix C.
- Save receipts for purchases made using project funds. Receipts should be made available upon request from NYSACHO or NYSDOH.

By September 30, 2026, selected applicants will be required to:

- Complete a project evaluation at the completion of the project detailing actual challenges, outcomes, stakeholders, etc. An evaluation template is provided in Appendix C.



To ensure materials developed through this project are consistent with the positions of the NYSDOH, it is strongly recommended that materials be shared with NYSACHO & NYSDOH for review prior to publication.

Ineligible Expenses

Funds can't be used to:

- Purchase vaccines
- Deliver medical services or purchase medical supplies
- Build permanent structures
- Purchase furniture
- Support activities funded by another grant source, but may be used to supplement by enhancing or expanding upon existing grant-funded activities.
- Bonuses (not part of annual raise)
- Fundraising
- Goods and services for personal use
- Promotional or incentive materials (e.g., plaques, clothing for staff/patients, pens, mugs/cups, folders, lanyards, magnets, conference bags). EXCEPTION: gift card compensation for focus group participation are allowed
- Purchase of food or meals (unless for travel per diem)

Method of Payment

NYSACHO will disburse payments to awardees via a one-time payment in June 2026. Extensions may be granted if approval from your Board of Health is required.

NYSACHO Contact Information

Please direct any comments, questions, or concerns related to this funding opportunity to:

Robert Viets
Program Director
rviets@nysacho.org



Appendix A: Application Template

General Information

Applicant Name: Alison Kaufman	Email: Alison.kaufman@putnamcountyny.gov
Position Title: Senior Epidemiologist	Phone: 845-808-1390 ext 43179
Organization or Group Name:	The Hudson Valley Public Health Collaborative (HVPHC), a coalition of local health departments from Putnam, Rockland, Orange, Westchester, and Sullivan Counties
If Selected, Will Applicant Serve as Lead Staff on Project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Please Provide the Following Information on Lead Staff (if different from applicant).	
Name: Victoria DiLonardo	Email: Victoria.Dilonardo@putnamcountyny.gov
Position Title: Public Health Educator	Phone: 845-808-1390 ext 43125

Statement of Need (Please keep the statement of need brief/concise with a max of 300 words)

The Mid-Hudson (M-H) Region faces a significant gap in childhood vaccination coverage, highlighting the need for innovative strategies and cross-jurisdictional partnerships. Only 52.3% of children aged 24–35 months in the region have completed the recommended 4313314 combination vaccine series by their second birthday. This falls significantly short of both the New York State (NYS) excluding New York City (NYC) average (60.9%) and the NYS Prevention Agenda (PA) Objective (62.3%). Additionally, only 19.2% of 13-year-old adolescents had a complete HPV vaccine series in the M-H Region, compared to 24.4% in NYS excluding NYC and the PA objective of 28.7%. At the county and sub-county levels, NYSIIS data reveal even wider disparities, most notably in Rockland County, where only 36.8% of children completed their recommended vaccinations by age two.

Since 2022, outbreaks of vaccine-preventable diseases (VPD), including measles, pertussis, polio, and influenza, have occurred across the M-H Region. One confirmed case of paralytic polio in Rockland County resulted in sustained transmission in neighboring Orange and Sullivan counties from 2022-2023 (as detected through wastewater surveillance). After a 51% decrease in flu vaccinations among school-age children from 2020-2025, Putnam County experienced school-based flu outbreaks during the 2025-



2026 flu season. From 2023-2024, all M-H Region applicant counties reported increased pertussis cases among children. The region's vulnerability is further compounded by disease importation through international travel. Among the 2025 measles outbreaks, 75% of Orange's cases were among children with recent international travel, 19% of Rockland's cases were imported, and Putnam had one case with international travel. Since 2025, there were 29 cases of measles in the M-H Region, particularly in communities with low vaccination rates. Funding to support a regional approach to counter vaccine misinformation will bolster local public health departments (LHDs) as a trusted source of information and improve regional vaccination rates.

Alignment with Immunization Action Plan Goals (50 points)

This project is in alignment with IAP *Objective 5 Reduce Disparities: Reduce Disparities Among Special/Underserved Communities*, and directly supports IAP *Task 5.1: Underserved Populations*.^{*} County-level Community Health Assessments, NYSIIS immunization coverage data, and other sources of local surveillance data will be used to identify special and underserved populations at increased risk for low immunization coverage and VPD outbreaks. Priority populations will be identified by vaccine series rates at the ZIP code level, allowing for precise targeting of communities experiencing disparities. Determination of the vaccine series, populations, and locations targeted will be specific to needs identified in each of the participating counties.

As indicated above in the Statement of Need, the M-H Region's immunization rates are below NYSPA targets, leaving local populations vulnerable to VPD outbreaks. Grant funding will support the development and dissemination of a targeted social media messaging campaign designed to address immunization gaps within these vulnerable populations. Messaging will be tailored based on local need, including language preference, cultural relevance, geographic location, and specific immunization concerns. This population-specific approach ensures that interventions are both relevant and acceptable to the communities being served, thereby improving trust, engagement, and vaccination uptake.

The project also advances IAP *Goal 11 Coalitions: Engage Partners and Stakeholders (Coalitions)*, specifically *Task 11.1 Collaboration*.^{**} Collaboration on this project will formalize and broaden the longstanding collaboration among M-H region LHDs. Each participating LHD will play a dual role in both the regional design and coordination and local implementation. Together, counties will co-develop messaging, align communication channels and strategies, share data insights, and establish common evaluation metrics to measure reach, engagement, and impact. Individually, each LHD will consult with local community partners, leaders and stakeholders to tailor messaging to reflect the demographics, cultural and language considerations, and unique needs of their constituent priority populations. LHDs will target advertising within priority ZIP codes; and support dissemination of messaging through local networks.

This regional collaborative model strengthens sustainability and creates a scalable framework for addressing immunization disparities across multiple jurisdictions. For further information on the specific, measurable goals set by the HVPHC, please see the Evaluation Section below.

^{*}Task 5.1 Underserved Populations: Using County community health assessments and/or other local data sources, identify special/underserved population(s) in the county at risk of low immunization coverage and/or VPD outbreaks. Work with



partners, stakeholders, and/or coalitions representing the selected population(s) to identify and implement a local intervention, relevant and acceptable to the selected population(s), to reduce disparities.

**Task 11.1 Collaboration: Identify and collaborate with immunization coalitions, healthcare, systems, public health programs, community-based organizations, and other stakeholders to engage populations/communities.

Project Description (25 points)

The project is a social media campaign driven by paid advertisements to increase vaccination rates, reduce the spread of disease, and prevent outbreaks. The advertisements will be run on Meta social media platforms during the summer and fall of 2026.

The population served by this project includes unvaccinated children and adolescents. The target audience for the campaign will be their parents and guardians. Geofencing will be used to further target ads to insular, close-knit communities and other zip-codes with low child and adolescent vaccination rates in each of the participating counties. Several messages will be developed to provide flexibility for the vaccine needs across each of the counties in the collaborative. Advertisements will be tailored to account for vaccine confidence and language barriers. For example, efforts will be made to translate advertisements into languages specific to the needs of individual communities.

This project builds upon the foundation of HVPHC counties producing a [Regional Community Health Assessment \(CHA\)](#) and represents the natural progression of this collaboration from identification of health issues to intervention at the regional level. Moreover, the project will build upon existing local health department social media accounts currently serving as sources of trusted health information for residents. Creation of an HVPHC Meta account and use of paid advertisements on these platforms has the potential to expand reach to a much larger audience beyond current local health department followers. The HVPHC Meta account can be used in the future for additional collaborative communications campaigns. Additionally, a shared regional hashtag will be developed and used on advertisements and posts for visibility and awareness of the HVPHC for this and future campaigns. The materials developed for this campaign can also be used beyond the advertising and funding period.

Social media is an integral part of a communications campaign. This campaign will consist of multiple messages tailored to target demographics and need. Campaign materials developed for social media can be modified for use on various communications channels or for outreach at events. A clear, cohesive message across a large geographic area is crucial to countering vaccine misinformation, which is pervasive on social media.

The HVPHC is requesting an extension of project activities through the end of 2026. The extension is necessary to accommodate the legislative approval processes required for Putnam County to accept funding on behalf of the HVPHC, which will likely delay the start of activities to mid-July. Continuing activities in the fall of 2026 has the added benefit of supporting compliance with school vaccine requirements and promoting annual vaccinations ahead of respiratory virus season.



Collaboration (10 points)

County health departments across the M-H Region have a strong, established history of collaboration, demonstrated through their joint development of a [regional Community Health Assessment](#) (CHA) across multiple New York State Prevention Agenda cycles.

This sustained partnership has required coordinated planning and data analyses, fostering a shared understanding of regional public health priorities and challenges. Building on this foundation, the HVPHC is well positioned to design, implement and evaluate a unified, insightful and data-driven social media campaign aimed to promote vaccination, counter vaccine hesitancy and misinformation, address health inequities, and connect people to local vaccination opportunities.

The HVPHC expects to achieve the following significant benefits from our collaborative approach:

- **Resource Sharing:** Collaboration allows the HVPHC to pool our award budgets and personnel resources. This will enable us to amplify messaging and avoid duplication of efforts across neighboring counties.
- **Consistent Messaging/Increased Trust:** Unified messaging across the region will increase public trust and reduce confusion. By leveraging the shared knowledge of multiple public health experts, our campaign will bolster public confidence in vaccination recommendations that are backed by science.
- **Increased Health Equity:** Working together will help us better understand vaccination hesitancy and disparities in specific geographic areas and communities. It will enable the development of tailored, multilingual, and culturally competent content that resonates with specific populations.
- **Shared Best Practices/Data:** Partners will align insights, data and best practices to guide the development and placement of effective messages for maximum impact.
- **Countering Misinformation:** Through our collective effort, we will be better positioned to more effectively counter misinformation and provide accurate, timely information to help people make informed decisions about vaccination.

To help boost our reach, counties will also engage with local community partners to amplify messages on social media to increase shares, reposts and comments on content. This engagement will lend additional credibility to our messaging while extending visibility to new audiences.

The HVPHC welcomes this opportunity to move our regional group beyond the awareness gained through the regional CHA process and toward collaborative data driven public health work.

Evaluation (15 points)

The HVPHC will measure the impact of this initiative through a combination of process, engagement, and outcome measures. This evaluation approach is informed by the Centers for Disease Control and Prevention Framework for Program Evaluation in Public Health, incorporating process, output, and outcome measures to assess implementation, reach, and impact. Because the initiative is designed to improve vaccination coverage through coordinated, data-driven, community-focused messaging, evaluation will focus on both the effectiveness of the regional collaboration and the extent to which outreach efforts contribute to improved immunization awareness, access, and uptake.



- At the process level, each participating local health department will track the number and type of immunization-related social media posts developed, shared, boosted, and geo-targeted. The collaboration will also monitor consistent use of the shared regional hashtag to assess the visibility and reach of the Hudson Valley Public Health Collaborative brand. Counties will document the timing of campaigns, target populations, vaccine topics addressed, and geographic areas selected for boosted messaging based on local immunization gaps and community need.
- Reach and engagement will be measured using social media analytics, including impressions, reach, shares, clicks, video views, engagement rates, and audience demographics when available. These measures will help determine whether the messaging is reaching priority populations, including parents and caregivers of children, families in communities with lower vaccination coverage, and households preparing for school entry requirements. Geo-targeted campaign data will be reviewed by each county and collectively across the region to identify which messages, formats, and topics were most engaging.
- Each participating county has a unique immunization baseline, and project success will be evaluated both at the county level and collectively across the M-H Region. To assess progress toward improved vaccination coverage, participating counties will review available data from the NYSPA dashboard (data updated annually) and the NYSIIS Tableau dashboards (data updated monthly), including county-level and regional immunization trends for early childhood vaccination and HPV vaccination, as applicable. Baseline data will be reviewed prior to project implementation, with follow-up review during and after the campaign period as updated data become available. This pre- and post-project comparison will help counties assess changes in vaccination coverage, identify persistent gaps or disparities, and determine whether campaign strategies should be adjusted to better reach priority populations.
- This school-age vaccination campaign may include additional short-term measures as appropriate to the individual county. Examples include tracking referrals to local vaccination resources, website traffic, or clinic inquiry volume when available, and any increase in scheduled or completed vaccine appointments during the back-to-school period. Where feasible, local health departments may also compare school exclusion trends or reports from school partners before and after the campaign period to determine whether targeted education contributed to improved compliance with school immunization requirements.



Proposed Project Budget

Instructions: Using the table below, list anticipated project expenditures. Total award should amount to no more than \$5,000. If necessary, add more rows to the table to capture all project expenses.

Item	Description	Cost
Educational Material		
Social Media & Advertising		
Social Media Advertising	<p>Advertising costs for a six-month Meta campaign for vaccine messaging (spanning summer and fall). Advertisements will be geo-targeted based on location information in Meta platforms.</p> <p>The average cost per click is between \$0.44 and \$3, and the average cost per 1000 impressions is between \$8 and \$14. Real-time analytics will allow for adjustments during the campaign. Overall, the budget is set for the length of the campaign and adjusted based on performance.</p>	<p>\$25,000 (\$5,000 per county)</p>
Supplies		
Meetings		
Other		
	Total Award	<p>\$25,000 (\$5,000 per county)</p>



Appendix B: Examples of Immunization Projects

Project funds may be used to supplement or enhance existing immunization initiatives or to support the development and implementation of a pilot project, strategy, or campaign aligned with local Immunization Action Plan goals.

Applicants seeking technical assistance or support in developing a project proposal are encouraged to contact Robert Viets (rviets@nysacho.org).

Listed below are examples of how this funding could be used:

- **Convene meetings or workgroups** with local immunization stakeholders (e.g., healthcare providers, pharmacies, schools, community-based organizations) to advance Immunization Action Plan goals. Activities may include coordinating immunization strategies, identifying coverage gaps, or planning future immunization initiatives.
- **Develop and distribute educational materials** that promote vaccine confidence and uptake, using local data to tailor messaging to identified populations.
- **Conduct tabletop exercises or planning activities** to test and strengthen local immunization response capacity, such as preparedness for outbreaks of vaccine-preventable diseases, mass vaccination efforts, or seasonal vaccination campaigns.
- **Host community-based outreach or vaccination events** designed to increase awareness of recommended vaccines and improve access to immunization services, including strategies to support sustained engagement beyond a single event.
- **Strengthen systems or processes** that improve access to immunization services, such as enhancing referral pathways, appointment coordination, or partnerships that expand vaccination locations or hours.
- **Conduct focus groups or community engagement activities** to gather input and data that inform immunization planning, gaps in vaccine confidence, and improve program effectiveness.
- **Increase awareness of recommended vaccines and disease prevention strategies** among populations at increased risk for low vaccination coverage, including integration of immunization education into existing public health or community programs and collaboration with trusted community partners.



Appendix C: Sample Immunization Action Plan Grant Evaluation Template

Section I.

Please complete this section at the beginning of your project and submit to project staff for review by **July 31, 2026**. Feedback will be provided prior to the completion of your project.

Project Title:

Department:

Project Lead(s):

Partnering LHD(s) if applicable:

Funding Amount Requested:

Immunization Action Plan Alignment:

List the specific IAP goals/objective(s) this project is intended to address and briefly describe how the proposed activities support these goals? (1-4 sentences)

Target Population:

Identify the primary population(s) to be served. Describe why these populations were prioritized (e.g., low coverage rates, access barriers, disparities). (1-4 sentences)

Planned Activities:

Briefly describe the key activities that will be implemented. (1-4 sentences)

Identified Barriers to Immunization

Check all that apply and briefly describe:

- Access to providers or services
- Vaccine confidence
- Language or cultural barriers
- Transportation or geographic barriers
- Data gaps or IIS challenges
- Staffing or system limitations
- Other (please specify)

Strategies:

Indicate which strategies you are utilizing for your project. Select all that apply

- Tabling at Events
- Social Media Promotion
- Development of Outreach Materials



- Dispersal of Health Prevention Products
- Development of Community Resource/s
- Hosting Community Event/s
- Providing Technical Assistance
- Holding Focus Groups
- Other- Please Specify: _____

Community Based Organization Partner

Please list the Community Based Organization (CBO) your department has chosen to work with on this project. Please describe the relationship with the CBO prior to this project.

Additional Partners

Please provide information on the additional partners you plan to engage in this project.

Partner Name	How will they be involved?

Representation within Stakeholders

Do any of your partners involve a member of the population at-risk? Please describe. (3-5 sentences, if applicable)

Anticipated Challenges

What might act as barriers to implementing the planned activities? What can be done to minimize the effects of these anticipated challenges?

SMART Objectives

Develop at least 4 SMART Objectives for your project. One of the objectives must address how your project will impact the community.

At the end of your project, you will be asked to complete the second and third columns of this table for at least 2 objectives you choose. Be sure to select objectives that will be feasible to measure and report.

For information on how to develop SMART objectives, please review this resource on [Objectives and Goals: Writing Meaningful Goals and SMART Objectives](#) from the Minnesota Department of Health.

SMART Objective	Evaluation Indicator (how do you plan to measure success)
1.	
2.	
3.	
4.	

Community Impact



Please describe how you will demonstrate how your project has made an impact on the community. What evaluation method/s will be used to collect this information from the community? For information on how to develop and implement an evaluation, please visit [CDC Evaluation Framework](#).

Section II.

Please complete this section at the completion of your project. Please submit no later than **Friday, August 28th**

Additional Partners

Please list any additional partners engaged during the project and indicate how they were involved in the project. Please also note if partners listed in Section I ended up not being involved in the project.

Partner Name	How were they involved?

Educational Resources Developed

Please provide information on resources developed to support your project. Please also include any resources from the NYSDOH and/or other organizations used to support your project.

Resource Name	Type/Link to Share	Describe how the resource was used

Challenges

What were barriers to implementing the planned activities? How did you address these? What did you do to minimize the effects of these challenges?

Lessons Learned

Please describe at least one lesson learned from implementation of your project.

SMART Objectives

Please report on whether at least 2 of the project objectives you originally developed were met.

SMART Objective	Was this objective achieved?	Supporting Information
1.		
2.		
3.		
4.		

Community Impact

Please describe any information you can provide on your project's community impact.

OPTIONAL: Photos of Project



Along with the submission of this report please include photos of the project being implemented and photos of any final products. These images can be used during your final presentation at the end of the grant cycle. The images will also be used by project staff in final reports and presentations at meetings and conferences.

LHDs should obtain signed releases for those taking and using the photos, including sharing those with project funders for use in materials and presentations. Contact rviets@nysacho.org for a sample photo release form.

cc All
Health - 6/10
Audit - 6/29

Reso

9.

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk
From: Alexandra Gordon, Acting Commissioner of Finance
Re: Budgetary Transfer - 26T139
Date: June 3, 2026

2026 JUN -3 PM 4:26
LEGISLATURE
PUTNAM COUNTY
CARMEC, NY

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

Increase Estimated Appropriations:

10401000 51000 (122) Personnel Services-Admin Deputy Directo 80,245

Decrease Estimated Appropriations:

12401000 51000 (102) Personnel Services- Env Health Director 80,245

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

This budgetary transfer is to request a resolution for a title to Deputy Director salary prorated effective as of June 1, 2026. Please forward to the appropriate committee.

Approved:

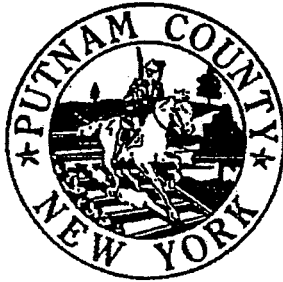
Kevin M. Byrne
County Executive

Attached Backup
is
CONFIDENTIAL

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 Trubulsky *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

MEMORANDUM

DATE: June 4, 2026

TO: Kevin Byrne
Putnam County Executive

CC: Adriene Iasoni, Deputy Personnel Officer
Rian Rodriguez, Public Health Director, Health Department

FROM: Nancy Montgomery
Chair, Health, Social, Educational & Environmental Committee

RE: Proposed Health Department Reorganization / Deputy Director Position - Civil Service Classification and Minimum Qualification Review

I am writing regarding the proposed Health Department reorganization that was advanced to the Personnel Committee, and now the Health Committee for the creation of a Deputy Public Health Director position.

Based on the materials provided to the Legislature, Personnel issued a classification notice dated April 8, 2026, classifying the new position as **Deputy Public Health Director** in the **competitive jurisdictional classification**. The budget transfer materials further indicate that the position would be funded at an annual salary of **\$136,000** and would become a **Management/Confidential** position.

However, I do not see the actual job specification for **Deputy Public Health Director** included in the materials provided to the Legislature, and I was unable to locate that title specification on the Putnam County Personnel website. Before the Legislature is asked to act on this reorganization, I am requesting that Personnel provide the complete title specification, including minimum qualifications, duties, reporting structure, jurisdictional classification, and whether an eligible list exists or an examination must be ordered.

This request is not directed at any individual employee or potential candidate. My concern is that the Legislature has an obligation to understand exactly what position is being created, what qualifications are required, and whether the proposed structure complies with applicable civil service and public health requirements.

The justification memo submitted by the Public Health Director states that the Deputy Director position is intended to provide "continuity of leadership," support succession planning, serve as a "clear second-in-command," and "step in seamlessly when needed." Those stated duties raise important questions about whether the person serving in this position may be expected to act on behalf of the Public Health Director or exercise public health authority during an absence, vacancy, emergency, or other delegation of authority.

Accordingly, I am requesting written clarification from Personnel on the following:

1. Please provide the full job specification for **Deputy Public Health Director**, including all minimum qualifications.
2. Please confirm whether this title is a title pending approval by the New York State Civil Service Commission.
3. Please confirm whether the title has been added to the Putnam County Civil Service Rules and Appendices, or whether additional state approval is required.
4. Please identify whether there is an existing eligible list for this title, whether an open competitive examination must be ordered, or whether a provisional appointment is anticipated.
5. Please confirm the minimum education and experience requirements for any provisional or permanent appointment to this position.
6. Please clarify whether a candidate without a master's degree in public health, public administration, health administration, nursing, epidemiology, environmental health, or a related field would meet the minimum qualifications for this title.
7. Please clarify whether the Deputy Public Health Director would have authority to act for the Public Health Director during an absence, vacancy, emergency, or delegated period of responsibility.
8. Please confirm whether Personnel has reviewed this title and proposed duties against 10 NYCRR Part 11, the State Sanitary Code provisions governing qualifications of local public health personnel. Part 11 establishes qualifications for public health personnel, and the Public Health Director qualifications are specifically addressed in 10 NYCRR §11.182.
9. Please confirm whether Personnel has consulted with the New York State Department of Health, including the Office of Local Health Services, regarding whether this Deputy Public Health Director position requires NYSDOH review, approval, qualification verification.
10. Please confirm whether approval by the Putnam County Board of Health is required before this position is created, filled, or delegated authority. Public Health Law §353 provides that deputies and employees appointed by a county health commissioner must have qualifications prescribed in the Sanitary Code, and it specifically addresses delegation to a deputy during absence or disability.

Given that this proposed reorganization involved eliminating a senior Environmental Health Director position and creating a new Deputy Public Health Director position, I believe it would be premature for the Legislature to consider action without the complete job specification and written confirmation that the proposed title, qualifications, appointment process, and delegated authority comply with civil service law, NYSDOH requirements, and the State Sanitary Code.

I respectfully request that this information be provided before the matter proceeds further in committee or before any budgetary transfer is advanced for full legislative consideration.

Thank you for your attention to this request.

RIAN RODRIGUEZ, MPH
PUBLIC HEALTH DIRECTOR



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

Date: May 22, 2026

To: Dan Birmingham, Chair of the Legislature
Nancy Montgomery, Chair of the Health Committee

Cc: Putnam County Legislature
County Executive Kevin Byrne
Adriene Iasoni, Acting Personnel Officer

From: Rian Rodriguez, Public Health Director *RR*
William Orr, Senior Fiscal Manager

Subject: Request to Present to Committee in June

PCDOH leadership is kindly requesting to revisit the organizational structure agenda item from April's Personnel Committee meeting that was ultimately referred to the Health Committee. Given the expected fluctuations as well as the unforeseen crises that occur in public health, continuity of operations is essential. Proposed organizational changes consider the personnel and programmatic challenges encountered with the current and historical structure of one lead administrator. The proposed adjustments will boost operational resilience and enable administrative oversight and support for the dozens of programs and employees of the department.

The time-sensitive nature of this request is necessary because we are about to be formally engaged in 2027 budget discussions. We are committed to a collaborative approach regarding this cost-neutral department-organizational proposal; a timely discussion and a vote from the health committee will ensure we can proceed with 2027 budget discussions with a comprehensive and well-informed plan.

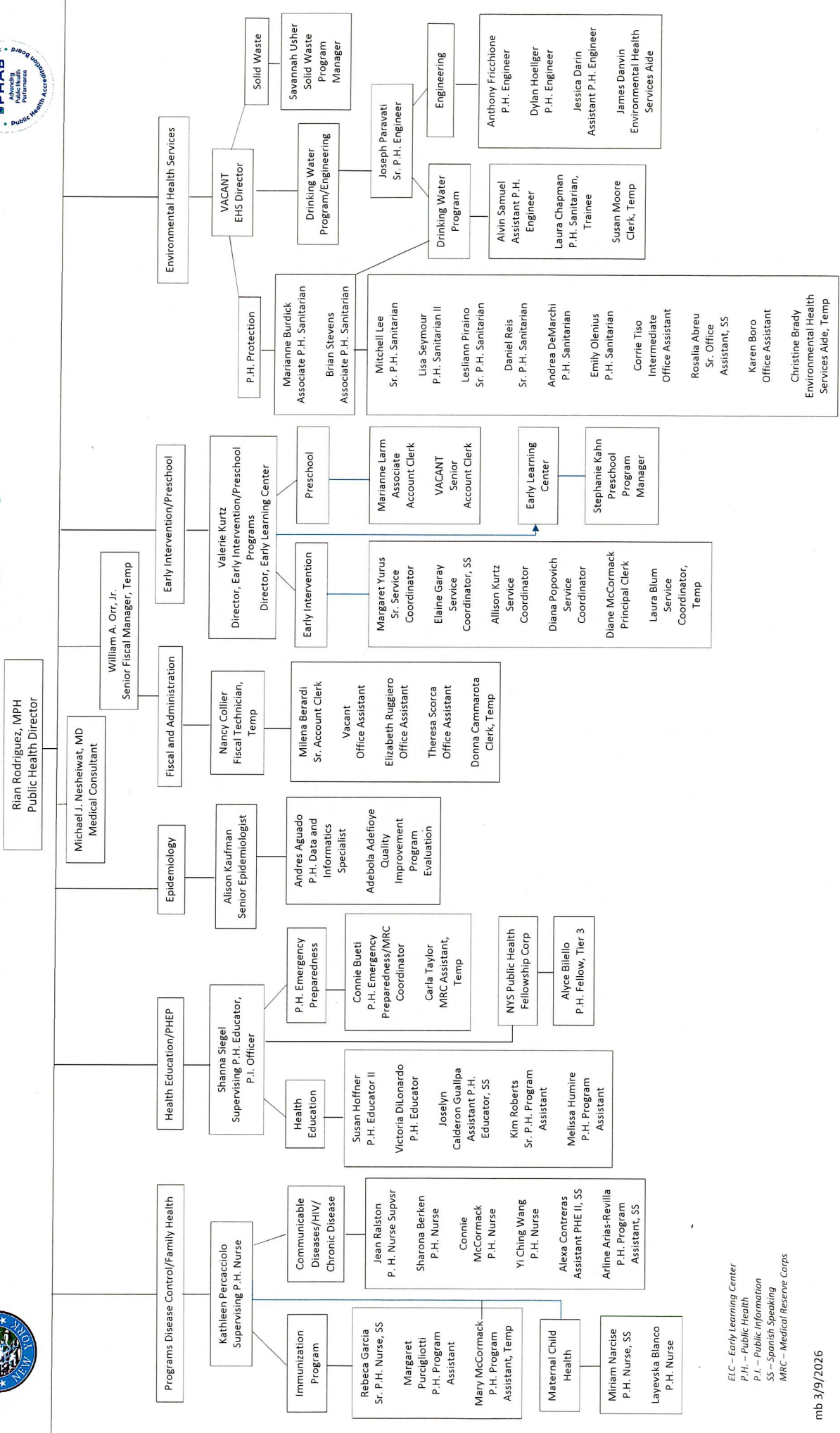
In addition to the aforementioned request, PCDOH would like to provide the legislature with an update regarding the status of the Community Health Improvement Plan (CHIP) which is due to NYSDOH on June 30th as well as a resolution for approval to accept an award from New York Association of County Health Officials (NYSACHO) that will support a regional CHIP initiative.

We are thankful for your continued support and partnership as we work together to keep Putnam healthy.

Attachments: NYSACHO award letter of agreement



Putnam County Department of Health Organization Chart 2026



ELC - Early Learning Center
 P.H. - Public Health
 P.I. - Public Information
 SS - Spanish Speaking
 MRC - Medical Reserve Corps