ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Philip M. Sacco
Minority Leader

COMMUNICATIONS FOR DISTRIBUTION
January 13, 2016

(Correspondence relating to upcoming legislation, appointments, petitions, etc.)

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AVAILABLE ON WEBSITE ONLY
www.ocgov.net

FN 20 16 - 021

READ & FILED

We, the undersigned, being members of the Oneida County Board of Legislators 2016-2017 Term of Office, and being members of the Republican Party, hereby designate George Joseph as Majority Leader pursuant to Rule No. 3 of the Rules of the Board of Legislators of the County of Oneida, to serve for a term commencing January 1, 2016 and terminating on December 31, 2017.

Dated: 12/9/15

RECEIVED
JAN 04 2016

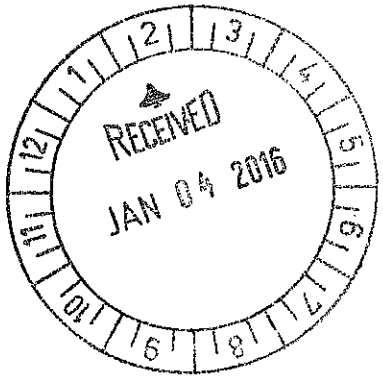
2.

FN 20 16 - 022

READ & FILED

We, the undersigned, being members of the Oneida County Board of Legislators 2016-2017 Term of Office, and being members of the Democratic Party, hereby designate Philip M. Sacco as Minority Leader pursuant to Rule No. 3 of the Rules of the Board of Legislators of the County of Oneida, to serve for a term commencing January 1, 2016 and terminating on December 31, 2017.

Philip M. Sacco
William Goodman
Barbara Calandra
Rose Ann Convertino



Dated: 12-9-15

3.

ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ◆ 800 PARK AVENUE ◆ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Philip M. Sacco
Minority Leader

FN 20 16 - 023

January 4, 2016

READ & FILED

Oneida County
Board of Legislators
800 Park Avenue
Utica, NY 13501

Honorable Members:

Welcome to the 2016-2017 term of the Board of Legislators. Enclosed you will find the list of Standing Committees along with other pertinent information that you will need.

Thank you and again welcome to the new term.

Sincerely,

Gerald J. Fiorini
Chairman of the Board

RECEIVED
JAN 5 - 2016

4.

ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ◆ 800 PARK AVENUE ◆ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
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Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Philip M. Sacco
Minority Leader

STANDING COMMITTEES
2016-2017 TERM

1-4-2016

AIRPORT (Oversees Operations at Griffiss Airport)

JAMES D'ONOFRIO, CHAIR
ROBERT KOENIG, VICE CHAIR
CHAD DAVIS, VICE CHAIR
Emil Paparella
Brian Miller
Brian Mandryck
George Joseph
Michael Clancy
Philip Sacco

ECONOMIC DEVELOPMENT & TOURISM
(Economic, industrial and rural development, Tourism Promotion/development; Planning Department, MVCC, Cornell Cooperative Extension, Farmland Protection Board, related agricultural issues and programs)

EDWARD WELSH, CHAIR
KEITH SCHIEBEL, VICE CHAIR
ROSE ANN CONVERTINO, VICE CHAIR
Emil Paprella
Brian Mandryck
Colin Idzi
Jeffery Daniels
Barbara Calandra
Harmony Speciale

GOVERNMENT OPERATIONS
(Includes County Executive, County Attorney Personnel, County Clerk,
Board of Elections, Audit & Control, Budget, Finance Department and all other County Departments not Specifically covered by another committee)

MICHAEL WATERMAN, CHAIR
COLIN IDZI, VICE CHAIR
HARMONY SPECIALE, VICE CHAIR
Edward Welsh
Robert Koenig
Jeffery Daniels
Norm Leach
Chad Davis
William Hendricks

HEALTH & HUMAN SERVICES
(Includes Department of Social Services, Public Health Department and environmental health concerns, Mental Health, Office for the Aging, Veterans Affairs, Workforce Development, Youth Programs and Medical Examiners)

EMIL PAPARELLA, CHAIR
JEFFERY DANIELS, VICE CHAIR
ROSE ANN CONVERTINO, VICE CHAIR
Les Porter
Brian Miller
Keith Schiebel
William Hendricks
Barbara Calandra

5.

1-4-2016

PUBLIC SAFETY
(Includes District Attorney, Sheriff, Law Enforcement Building, Probation, Public Defenders, all Courts, Jurors, 911, Stop DWI, Traffic Safety and related Station)
Services)

RICHARD FLISNIK, CHAIR
BRIAN MILLER, VICE CHAIR
WILLIAM GOODMAN, VICE CHAIR
Les Porter
Michael Waterman
Norman Leach
Robert Koenig
Michael Clancy
Chad Davis

PUBLIC WORKS
(Includes Department of Public Works, County Lands and Buildings, Water Quality and Water Pollution Control, Soil & Water, soil conservation, Union

BRIAN MILLER, CHAIR
MICHAEL WATERMAN, VICE CHAIR
PHILIP SACCO, VICE CHAIR
Edward Welsh
Richard Flisnik
Colin Idzi
Keith Schiebel
Michael Clancy
Barbara Calandra

WAYS & MEANS
(Acquisition & Contract, Salaries, Budget Review, Local Laws, County Charter and Administrative Code, Board of Legislators, Rules of the Board of Legislators, All pending dockets that come before the Board of Legislators)

LES PORTER, CHAIR
GEORGE JOSEPH, VICE CHAIR
WILLIAM GOODMAN, VICE CHAIR
James D'Onofrio
Emil Paparella
Richard Flisnik
Brian Miller
Michael Waterman
Rose Ann Convertino
Philip Sacco

WORKERS' COMPENSATION
(All Workers' Compensation Issues)

NORMAN LEACH, CHAIR
MIKE WATERMAN, VICE CHAIR
BARBARA CALANDRA, VICE CHAIR
Edward Welsh
William Hendricks

ONEIDA COUNTY BOARD OF LEGISLATORS

Gerald J. Fiorini, Chairman • 800 Park Avenue • Utica, New York 13501
Work Phone: 798-5900 • Home Phone: 337-9045

January 4, 2016

Board of Legislators
County of Oneida
800 Park Avenue
Utica, NY 13501

FN 20 16 - 024

READ & FILED

Honorable Members:

I hereby appoint Genevieve D. Messa of 5512 Maynard Park, Marcy, NY 13403 to the position of Executive Secretary to the Board of Legislators.

This appointment is effective January 1, 2016 and will expire December 31, 2017.

Respectfully submitted,

GERALD J. FIORINI
CHAIRMAN OF THE BOARD

RECEIVED
JAN 5 - 2016

CC: Audit & Control
Personnel

7.

ONEIDA COUNTY BOARD OF LEGISLATORS

George Joseph, Majority Leader
7315 Merriman Road ◆ Clinton, New York 13323
Phone: (315) 853-3006 ◆ Email: nrthstr40@aol.com

FN 20 16 - 025

READ & FILED

January 6, 2016

Board of County Legislators
County of Oneida
800 Park Avenue
Utica, New York 13501

Ladies and Gentlemen:

Pursuant to the Rules of the Board of Legislators, I am writing to advise that I hereby appoint Brian D. Miller and Richard Flisnik as Assistant Majority Leaders for the 2016-2017 term of this Board.

Said appointment is effective immediately.

Very truly yours,

George Joseph

GEORGE JOSEPH
MAJORITY LEADER

RECEIVED
JAN 7 - 2016

GJ:cd

8.

ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ◆ 800 PARK AVENUE ◆ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
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Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Philip M. Sacco
Minority Leader

January 6, 2016

FN 20 16 - 026

READ & FILED

Board of County Legislators
County of Oneida
800 Park Avenue
Utica, NY 13501

Ladies and Gentlemen:

Pursuant to the Rules of the Board, I hereby appoint County Legislator **Robert Koenig, R-11 to serve as Vice Chair** of the Oneida County Board of Legislators for the 2016-2017 term of office.

Said appointment shall be effective immediately and shall expire on December 31, 2017.

Respectfully submitted,

GERALD J. FIORINI
CHAIRMAN OF THE BOARD

GJF:cd

RECEIVED
JAN 7 - 2016

9.

ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ◆ 800 PARK AVENUE ◆ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Philip M. Sacco
Minority Leader

January 6, 2016

FN 20 16 - 027

READ & FILED

Oneida County
Board of Legislators
800 Park Avenue
Utica, New York 13501

Honorable Members:

Pursuant to the Rules of the Board, I hereby appoint County Legislator **Michael B. Waterman to serve as Parliamentarian** of the Oneida County Board of Legislators for the 2016-2017 term.

This appointment is effective immediately and will expire on December 31, 2017.

Respectfully submitted,

GERALD J. FIORINI
CHAIRMAN OF THE BOARD

GJF:cd

RECEIVED
JAN 7 - 2016

10.

ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ◆ 800 PARK AVENUE ◆ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Philip M. Sacco
Minority Leader

January 7, 2016

RECEIVED
JAN 7 - 2016

Honorable Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

EN 20 16 - 028

WAYS & MEANS

Dear Tony:

Mr. Fred Munk of the Region 6, Fish & Wildlife Management Board, has notified us that the terms of Legislative Representative Les Porter expired on December 31, 2015. Legislative Representative Brian Miller will be taking his place on that Board. Also, Sportsman Representative Arthur Smolinsky's term expired December 31, 2015 and has asked to be reappointed. New terms begin January 1, 2016 and end December 31, 2017.

Terms to the Oneida County Soil and Water Conservation District expired at the end of 2015 as well. Legislator George Joseph and Legislator Mike Clancy have requested to be reappointed on that Board. These terms will be for two years, beginning January 1, 2016 through December 31, 2017.

If you concur, I ask that you send letters to the Board at your earliest opportunity requesting their reappointments.

Respectfully,

Gerald J. Fiorini
Chairman of the Board

GJF:pp

Reviewed and Approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/7/16

11.

Anthony J. Picente Jr.
County Executive

John P. Talerico
Commissioner

ONEIDA COUNTY DEPARTMENT OF PERSONNEL
OFFICE OF THE COMMISSIONER

County Office Building • 800 Park Avenue • Utica, New York 13501-2986
Phone: (315) 798-5725 • Fax: (315) 798-6490
E-Mail: labor@ocgov.net

January 8, 2016

FN 20 16 - 029

Anthony J. Picente Jr.
Oneida County Executive
800 Park Ave.
Utica, NY 13501

GOVERNMENT OPERATIONS

WAYS & MEANS

Reviewed and Approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/8/16

Dear County Executive Picente:

I am requesting the creation of one Assistant Personnel Technician Position in the Department of Personnel.

This position will perform many duties currently performed by one part-time Sr. Clerk and one part time Clerk. In addition to assuming many of the clerical duties the Assistant Personnel Technician will be trained to perform some of the duties done by Personnel Technicians. This will allow the Assistant Personnel Technician to utilize skills gained to advance into a Personnel Technician position when a vacancy occurs.

Civil Service Administration is highly technical and requires an extensive amount of training. It is difficult if not impossible to fill positions with individuals experienced in Civil Service Administration. This position will allow entry level personnel to gain useful Civil Service experience while performing many clerical functions as well. In addition, this will be part of the overall succession planning necessary to effectively and efficiently administer Civil Service Law.

Therefore with your approval I am requesting the Board of Legislators (1) set the salary for Assistant Personnel Technician Grade 17 M Step 1 at $24,805 and (2) create the position of Assistant Personnel Technician in A1430.

Thank you for your consideration.

Sincerely

John P. Talerico
Commissioner

cc: County Attorney
Budget

12.

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: DRAFT

ASSISTANT PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position is entry-level and involves routine work in various areas of personnel administration. The incumbent assists in the administration of the various phases of public personnel work. The work is performed under the direct supervision of technical staff. Supervision is not a function of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responds to inquiries from employees, the general public and officials served by the Personnel Office or Administrative unit;
Types and prepares routine letters, memoranda, and other forms;
Processes and reviews personnel changes for conformance with civil service laws, rules, and regulations, and agency's policies;
Performs a variety of personnel operations, including payroll certification, certified eligible lists, and roster card maintenance;
Processes employee benefit system enrollments, changes and terminations;
Reviews payrolls and reports for completeness and correctness of entries;
Tracks employees who are probationary, provisional or temporary for compliance with Civil Service law and rules;
May assist in the review of candidates' applications for appointment;
May transcribe personnel data from source documents directly into a computer system and make changes as directed;
May prepare statistical, financial, or narrative reports.
May schedule required employee training, examinations and testing;
May type and/or circulate or post announcements for examinations, maintain records related to the examinations, and administer such examinations;
May travel to agencies for training, workshops, and informational sessions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of records maintenance and personnel transactions; working knowledge of methods and procedures used in personnel records maintenance, payroll certification and processing transactions; working knowledge of business arithmetic; ability to communicate clearly, both orally and in writing; ability to follow written instructions; ability to compose and type letters and memoranda; clerical aptitude; ability to use computer software; ability to get along well with others; initiative and resourcefulness; courtesy; tact.

continued...

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or a New York State registered college or university with an Associate's degree in Office Technologies, Business Administration, Public Administration, Human Resources, Accounting or a closely related field, **AND** two (2) years of clerical experience involving financial or personnel transactions* using computer software; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience; of which two (2) years involved financial or personnel transactions* using computer software.

***Personnel transactions** are transactions involving:

- Payroll
- Policies
- Records
- Benefits

Adopted: xx/xx/xx

Title in promotional series: Assistant Personnel Technician; Personnel Technician I; Personnel Technician II; Personnel Technician III; Director of Civil Service Administration

Griffiss International Airport

660 Hangar Road, Suite 223
Rome, NY 13441
Telephone: 315-736-4171 / Fax: 315-736-0568

ANTHONY J. PICENTE, JR.
County Executive

RUSSELL STARK
Commissioner of Aviation

October 21, 2015

FN 20 16 - 030

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, NY 13501

AIRPORT

Re: Lease Agreement- Ax Enterprize, LLC.

WAYS & MEANS

Dear Mr. Picente:

Please consider acceptance of this Lease Agreement between Oneida County, Department of Aviation and Ax Enterprize, LLC.

The Lease Agreement provides for an initial term of two (2) years, and provides for $5,152.14 revenue for the initial Term of the Lease. The lease provides for three (3) one (1) year renewals.

Ax Enterprize is a new tenant of Oneida County and will be providing support for the NASA and FAA Task Orders and will occupy suite 227 in the New Terminal Building.

If you concur with this agreement, please forward this request to the Oneida County Board of Legislatures for their consideration.

Sincerely,

Russell Stark
Commissioner
Oneida County Department of Aviation

RECEIVED
JAN 11 2016

Reviewed and approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/11/16

15.

Oneida Co. Department: Aviation

Competing Proposal	
Only Respondent	
Sole Source RFP	
Other	X

ONEIDA COUNTY BOARD OF LEGISLATORS

Name & Address of Vendor:
AX Enterprize, LLC
4947 Commercial Drive
Yorkville, NY 13495

Title of Activity or Service:
Lease Agreement for space in Building
660, New Terminal Building

Proposed Dates of Operation:
1 October 2015 to 30 September 2017

Client Population/Number to be Served: N/A

Summary Statements

1) Narrative Description of Proposed Services:
This Lease Agreement will provide for lease of space in Building 660, the New Terminal Building to AX Enterprize, LLC, for the purpose of providing support for the NASA and FAA Task Orders.

2) AX Enterprize, LLC, is a new tenant at the airport. The total revenue generated from this Lease during the initial 2-year lease term will be $5,152.08. The Lease provides for three (3) successive one year renewal options, with an escalation clause of 3% increase each renewal year.

3) Program Design and Staffing: N/A

Total Funding Requested: 0 **Account #: A5620**

Oneida County Dept. Funding Recommendation:

Proposed Funding Sources (Federal $/ State $/County $): THIS IS A REVENUE AGREEMENT
Cost Per Client Served: N/A
Past Performance Data: N/A
O.C. Department Staff Comments:

16.

Griffiss International Airport

660 Hangar Road, Suite 223
Rome, NY 13441
Telephone: 315-736-4171 / Fax: 315-736-0568

ANTHONY J.PICENTE, JR.
County Executive

RUSSELL STARK
Commissioner of Aviation

January 8, 2016

FN 20 16 - 031

RECEIVED
JAN 11 2016

AIRPORT
WAYS & MEANS

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, NY 13501

Re: Amendment of Local Law C

Dear Mr. Picente:

Griffiss International Airport receives requests from public and private individuals and organizations to access Airport property owned by Oneida County. In an effort to effectively manage and grant these requests, the Department of Aviation requests an Amendment to Local Law C which would allow the Oneida County Commissioner of Aviation the ability to grant facility use permits allowing access to the Oneida County Airport (Griffiss International Airport) Property.

Please consider approving the request for an amendment to Local Law "C", Introductory NO. 78, F.N. 2013-066, RESOLUTION NO. 83 dated 10 April 2013 that is enclosed as Attachment A, enclosed as Attachment B is the proposed amended law for your review and attachment C is an exhibit depicting Oneida County Airport (Griffiss).

If you concur with the Amendment, please forward this request to the Oneida County Board of Legislatures for their consideration.

Sincerely,

Russell Stark
Commissioner
Oneida County Department of Aviation

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/11/16

17.

Attachment A

INTRODUCTORY
NO. 78

F.N. 2013-066

ONEIDA COUNTY BOARD OF LEGISLATORS

RESOLUTION NO. 83

INTRODUCED BY: MILLER, PORTER
2ND BY: Mr. Goodman

RE: LOCAL LAW INTRODUCTORY "C" OF 2013 PROVIDING FOR A TEMPORARY REVOCABLE ACCESS PERMIT SYSTEM FOR PUBLIC ACCESS TO AND USE OF LAND OWNED BY THE COUNTY OF ONEIDA.

Legislative Intent: The County of Oneida does, from time to time, receive requests from public and private individuals and entities to access and use land owned by the County. In recognition of these requests, and the need to balance the desire of the County to allow for appropriate use of its lands by others with the duty of the County to protect its land interests, the County wishes to create a permit system allowing for such access. The intent of this Local Law is to create a uniform and controlled permit system to allow public and private individuals and entities access to and use of land owned by the County of Oneida; to ensure that any access to and use of land owned by the County of Oneida is done in accordance with all applicable Federal, State and Local laws, rules and regulations; to ensure that any access to and use of land owned by the County of Oneida does not unreasonably interfere with the enjoyment of the public land by other users; and to provide conditions and restrictions thereon to ensure that any such use is in the best interests of the County of Oneida.

BE IT ENACTED by the Board of County Legislators of the County of Oneida, State of New York, as follows:

Section 1. Definitions.

As used in this Local Law, the following words, phrases, terms and their derivations shall have the meanings set forth below:

Access shall mean the authority to pass over property without unreasonable obstruction, and does not carry with it any rights of possession or ownership.

Public land means any property or open space owned, leased or controlled by the County of Oneida, which area is generally accessible and open to the public.

Section 2. Application for Temporary Revocable Access Permit.

Any person or business that wants to use any public land for access shall apply to the Commissioner of Public Works for a Temporary Revocable Access Permit at least thirty (30) days in advance of the proposed access. The application for such Permit shall be made in writing on a form approved by the County Attorney. The application for an Access Permit shall include but not necessarily be limited to the following:

(a) The name, address, telephone number, facsimile number and e-mail address of the Applicant.

(b) The necessity for the proposed access, the exact location within the public land to be used for the proposed access including a location map of sufficient detail and accuracy to depict the location and extent of the proposed access, and the dates, times and duration of the proposed access.

(c) A non-refundable application fee, to compensate the County for its time in investigating and processing the application, the amount of said fee to be set by the Commissioner of Public Works.

(d) A sum of money to be held in escrow by the Commissioner of Public Works, to insure that the public land is left in a clean and proper condition without damage and in the same condition as it existed prior to the date of such access. Said sum of money will be in an amount acceptable to the Commissioner of Public Works. Said sum of money shall be refundable upon certification of the Commissioner of Public Works that the public land has been left in proper condition.

(e) An access fee in an amount set by the Commissioner of Public Works, to compensate the County for any additional costs incurred by the County because of the use of the public land for access, plus a charge of five percent (5%) for administrative costs.

(f) A proper liability insurance policy, with proof of full premiums paid to date, naming the County of Oneida as an additional insured, or other policy as deemed appropriate at the sole discretion of the County Attorney, holding the County harmless from any and all liability arising out of the use of the public land for access, in an amount acceptable to the Commissioner of Public Works.

(g) A written acknowledgement and agreement to the following terms:

(1) The County does not relinquish the right to control the management of its public lands, and is entitled to enforce all necessary and proper rules for the management and operation of same.

(2) The Applicant is responsible for any maintenance or upkeep required for the Applicant's use of the public lands for access, including but not limited to snow plowing, shoveling and routine maintenance, and is solely liable for any damages caused to the property as a result of said routine maintenance performed by the Applicant.

(3) The public land will not be used for any political activity or any unlawful activity, pursuant to local, state and federal laws, rules and regulations or ordinances.

(4) If the public land, or any portion thereof, shall be damaged by the act, default, negligence or willful misconduct of the Applicant or of the Applicant's agents, employees, business invitees and guests, the Applicant shall pay to the County such sum as necessary to restore the public land to its previous condition and to make the County whole.

(5) The County is to be exempt from any and all liability for damage, injury or death to person or property of the Applicant, including the Applicant's agents, employees, business invitees and guests.

(6) The Applicant shall defend, indemnify and hold the County harmless from and against all liability, damages, expenses, costs, causes of actions, suits, claims or judgments arising from property damage, personal injuries or death to persons arising from or out of the use and/or maintenance of the public land by the Applicant and the Applicant's agents, employees, business invitees and guests.

Section 3. Issuance or denial of permit and revocation.

(a) The Commissioner of Public Works shall issue a Temporary Revocable Access Permit conditioned on the Applicant providing all the above requested information and materials, and upon the Applicant's written agreement to comply with the above terms of the Permit, unless the Commissioner of Public Works finds that:

(1) The proposed use of the public land for access will interfere with another use of the public land by the County, or will interfere with another use of the public land for access for which a permit has already been issued.

(2) The proposed public land is deemed by the Commissioner of Public Works to be legally, physically or functionally unsuitable for the access, or is not compatible with the purpose for which the public land was acquired or is managed.

(3) The proposed used could compromise Oneida County's title to the land or change the mandated use of the land.

(4) The proposed use requires construction or installation of permanent facilities such as roads, bridges, trails, structures, towers or utility lines not authorized by law, deeded right or easement.

(5) The proposed use is for motor vehicle access across public land as a permanent route of ingress and egress, except where an easement or other legal encumbrance to Oneida County's title exists which authorizes such use.

(6) The proposed use is for use or establishment of trails that lead from private land and extend onto public land for the sole benefit of the private landowner(s) or their invitee(s).

(7) The information contained in the application is found to be false or nonexistent in any material detail.

(8) The Applicant refuses to agree by or comply with all conditions of the Permit.

(9) The access is deemed by the Commissioner of Public Works to be of size and nature to unreasonably interfere with the enjoyment of the public land by other users.

(10) The access is deemed to be in violation of any Federal, State or Local law, rule or regulation.

(11) A reasonable determination is made by the Commissioner of Public Works and/or the

County Attorney that the access is not in the best interest of the County.

(b) Any denial of a Temporary Revocable Access Permit for any of the above reasons will not occur until the Commissioner of Public Works affords the Applicant notice and an opportunity to be heard in regards to the denial.

(c) A Temporary Revocable Access Permit may be revoked for any of the above reasons set forth in subdivision (a) of this article, after the Commissioner of Public Works affords the Permit Holder notice and an opportunity to be heard in regards to the revocation. All monies paid to the County, with the exception of the escrowed monies referred to in Section 2(d) above, shall be forfeited by the Applicant in the event of a revocation of the Temporary Revocable Access Permit.

(d) The Commissioner of Public Works is authorized to place reasonable conditions on the Temporary Revocable Access Permit, in order to ensure the safe use of the public land.

(e) Any Temporary Revocable Access Permit issued is invalid and revoked unless the permittee has a valid and current insurance certificate at the time of actual access onto public land.

Section 4. Temporary Revocable Access Permit Expiration.

(a) Upon expiration or completion of activities authorized by a Temporary Revocable Access Permit and as deemed necessary, the Commissioner of Public Works or designee shall inspect the public land subject to the Permit, in order to ensure that the permittee has complied with all terms of the Permit.

(b) Temporary Revocable Access Permits shall be issued for a period not to exceed one (1) year, including Temporary Revocable Access Permit renewals.

Section 5. Temporary Revocable Access Permit Renewals.

(a) Temporary Revocable Access Permits shall be renewed only in the case of extenuating circumstances or if the Commissioner of Public Works determines that continuance of the temporary use is in the public interest and is otherwise not legally, physically or functionally unsuitable for the access, or is not compatible with the purpose for which the public land was acquired or is managed.

(b) Any renewal of a Temporary Revocable Access Permit is under the same terms and conditions as the original Permit.

(c) A non-refundable renewal application fee will be charged to compensate the County for its time in investigating and processing the application in the amount of said fee to be set by the Commissioner of Public Works.

(d) Additional fees as detailed in the original Permit application may also be charged as set by the Commissioner of Public Works.

(e) Applications for renewals must be made no less than sixty (60) days prior to the expiration date of a Permit. Requests made for renewals less than sixty (60) days prior to the expiration date

shall be considered as a new application and handled accordingly.

Section 6. Severability.

If any provision of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, then such adjudication shall not affect, impair or invalidate the remainder thereof, but shall be confined in its effect to the particular provision directly involved in the controversy in which such judgment shall have been rendered.

Section 7. Effective Date

This Local Law shall take effect upon filing with the Secretary of State in accordance with Section 20, 21 and 27 of the New York State Municipal Home Rule Law

APPROVED: Public Works Committee (March 6, 2013)
Ways & Means Committee (March 13, 2013)

DATED: April 10, 2013

Adopted by the following vote:
AYES 26 NAYS 0 ABSENT 3 (Porter, Flisnik, Trevisani)

Attachment B

INTRODUCTORY *F.N.*
NO.

ONEIDA COUNTY BOARD OF LEGISLATORS

RESOLUTION NO.

INTRODUCED BY:
2ND BY:

RE: AN AMENDMENT TO LOCAL LAW 4 INTRODUCTORY "C" OF 2013 PROVIDING FOR A TEMPORARY REVOCABLE ACCESS PERMIT SYSTEM FOR PUBLIC ACCESS TO AND USE OF LAND OWNED BY THE COUNTY OF ONEIDA.

Legislative Intent: The County of Oneida does, from time to time, receive requests from public and private individuals and entities to access and use land owned by the County. In recognition of these requests, and the need to balance the desire of the County to allow for appropriate use of its lands by others with the duty of the County to protect its land interests, the County wishes to create a permit system allowing for such access. The intent of this Local Law is to create a uniform and controlled permit system to allow public and private individuals and entities access to and use of land owned by the County of Oneida; to ensure that any access to and use of land owned by the County of Oneida is done in accordance with all applicable Federal, State and Local laws, rules and regulations; to ensure that any access to and use of land owned by the County of Oneida does not unreasonably interfere with the enjoyment of the public land by other users; and to provide conditions and restrictions thereon to ensure that any such use is in the best interests of the County of Oneida.

BE IT ENACTED by the Board of County Legislators of the County of Oneida, State of New York, as follows:

Section 1. Definitions.

As used in this Local Law, the following words, phrases, terms and their derivations shall have the meanings set forth below:

Access shall mean the authority to pass over property without unreasonable obstruction, and does not carry with it any rights of possession or ownership.

Public land means any property or open space owned, leased or controlled by the County of Oneida, which area is generally accessible and open to the public.

Griffiss International Airport means all Oneida County property associated with the Onieda County Airport as reflected in Exhibit A attached hereto.

Section 2. Application for Temporary Revocable Access Permit.

Any person or business that wants to use any public land for access, other than land located at Griffiss International Airport, shall apply to the Commissioner of Public Works for a Temporary Revocable Access Permit at least thirty (30) days in advance of the proposed access. Any person or

25.

business that wants to use any public land for access located at Griffiss International Airport, shall apply to the Commissioner of Aviation for a Temporary Revocable Access Permit at least thirty (30) days in advance of the proposed access. The application for such Permit shall be made in writing on a form approved by the County Attorney. The application for an Access Permit shall include but not necessarily be limited to the following:

(a) The name, address, telephone number, facsimile number and e-mail address of the Applicant.

(b) The necessity for the proposed access, the exact location within the public land to be used for the proposed access including a location map of sufficient detail and accuracy to depict the location and extent of the proposed access, and the dates, times and duration of the proposed access.

(c) A non-refundable application fee, to compensate the County for its time in investigating and processing the application, the amount of said fee to be set by the designated Commissioner.

(d) A sum of money to be held in escrow by the designated Commissioner, to insure that the public land is left in a clean and proper condition without damage and in the same condition as it existed prior to the date of such access. Said sum of money will be in an amount acceptable to the designated Commissioner. Said sum of money shall be refundable upon certification of the designated Commissioner that the public land has been left in proper condition.

(e) An access fee in an amount set by the designated Commissioner, to compensate the County for any additional costs incurred by the County because of the use of the public land for access, plus a charge of five percent (5%) for administrative costs.

(f) A proper liability insurance policy, with proof of full premiums paid to date, naming the County of Oneida as an additional insured, or other policy as deemed appropriate at the sole discretion of the County Attorney, holding the County harmless from any and all liability arising out of the use of the public land for access, in an amount acceptable to the designated Commissioner.

(g) A written acknowledgement and agreement to the following terms:

(1) The County does not relinquish the right to control the management of its public lands, and is entitled to enforce all necessary and proper rules for the management and operation of same.

(2) The Applicant is responsible for any maintenance or upkeep required for the Applicant's use of the public lands for access, including but not limited to snow plowing, shoveling and routine maintenance, and is solely liable for any damages caused to the property as a result of said routine maintenance performed by the Applicant.

(3) The public land will not be used for any political activity or any unlawful activity, pursuant to local, state and federal laws, rules and regulations or ordinances.

(4) If the public land, or any portion thereof, shall be damaged by the act, default, negligence or willful misconduct of the Applicant or of the Applicant's agents, employees, business invitees and guests, the Applicant shall pay to the County such sum as necessary to restore the public land to its previous condition and to make the County whole.

(5) The County is to be exempt from any and all liability for damage, injury or death to person or property of the Applicant, including the Applicant's agents, employees, business invitees and guests.

(6) The Applicant shall defend, indemnify and hold the County harmless from and against all liability, damages, expenses, costs, causes of actions, suits, claims or judgments arising from property damage, personal injuries or death to persons arising from or out of the use and/or maintenance of the public land by the Applicant and the Applicant's agents, employees, business invitees and guests.

(7) Any other terms deemed necessary or appropriate by the designated Commissioner.

Section 3. Issuance or denial of permit and revocation.

(a) The designated Commissioner shall issue a Temporary Revocable Access Permit conditioned on the Applicant providing all the above requested information and materials, and upon the Applicant's written agreement to comply with the above terms of the Permit, unless the designated Commissioner finds that:

(1) The proposed use of the public land for access will interfere with another use of the public land by the County, or will interfere with another use of the public land for access for which a permit has already been issued.

(2) The proposed public land is deemed by the designated Commissioner to be legally, physically or functionally unsuitable for the access, or is not compatible with the purpose for which the public land was acquired or is managed.

(3) The proposed used could compromise Oneida County's title to the land or change the mandated use of the land.

(4) The proposed use requires construction or installation of permanent facilities such as roads, bridges, trails, structures, towers or utility lines not authorized by law, deeded right or easement.

(5) The proposed use is for motor vehicle access across public land as a permanent route of ingress and egress, except where an easement or other legal encumbrance to Oneida County's title exists which authorizes such use.

(6) The proposed use is for use or establishment of trails that lead from private land and extend onto public land for the sole benefit of the private landowner(s) or their invitee(s).

(7) The information contained in the application is found to be false or nonexistent in any material detail.

(8) The Applicant refuses to agree by or comply with all conditions of the Permit.

(9) The access is deemed by the designated Commissioner to be of size and nature to

unreasonably interfere with the enjoyment of the public land by other users.

(10) The access is deemed to be in violation of any Federal, State or Local law, rule or regulation.

(11) A reasonable determination is made by the designated Commissioner and/or the County Attorney that the access is not in the best interest of the County.

(b) Any denial of a Temporary Revocable Access Permit for any of the above reasons will not occur until the designated Commissioner affords the Applicant notice and an opportunity to be heard in regards to the denial.

(c) A Temporary Revocable Access Permit may be revoked for any of the above reasons set forth in subdivision (a) of this article, after the designated Commissioner affords the Permit Holder notice and an opportunity to be heard in regards to the revocation. All monies paid to the County, with the exception of the escrowed monies referred to in Section 2(d) above, shall be forfeited by the Applicant in the event of a revocation of the Temporary Revocable Access Permit.

(d) The designated Commissioner is authorized to place reasonable conditions on the Temporary Revocable Access Permit, in order to ensure the safe use of the public land.

(e) Any Temporary Revocable Access Permit issued is invalid and revoked unless the permittee has a valid and current insurance certificate at the time of actual access onto public land.

Section 4. Temporary Revocable Access Permit Expiration.

(a) Upon expiration or completion of activities authorized by a Temporary Revocable Access Permit and as deemed necessary, the designated Commissioner or Commissioner's designee shall inspect the public land subject to the Permit, in order to ensure that the permittee has complied with all terms of the Permit.

(b) Temporary Revocable Access Permits shall be issued for a period not to exceed one (1) year, including Temporary Revocable Access Permit renewals.

Section 5. Temporary Revocable Access Permit Renewals.

(a) Temporary Revocable Access Permits shall be renewed only in the case of extenuating circumstances or if the designated Commissioner determines that continuance of the temporary use is in the public interest and is otherwise not legally, physically or functionally unsuitable for the access, or is not compatible with the purpose for which the public land was acquired or is managed.

(b) Any renewal of a Temporary Revocable Access Permit is under the same terms and conditions as the original Permit.

(c) A non-refundable renewal application fee will be charged to compensate the County for its time in investigating and processing the application in the amount of said fee to be set by the designated Commissioner.

(d) Additional fees as detailed in the original Permit application may also be charged as set by the Commissioner of Public Works.

(e) Applications for renewals must be made no less than sixty (60) days prior to the expiration date of a Permit. Requests made for renewals less than sixty (60) days prior to the expiration date shall be considered as a new application and handled accordingly.

Section 6. Severability.

If any provision of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, then such adjudication shall not affect, impair or invalidate the remainder thereof, but shall be confined in its effect to the particular provision directly involved in the controversy in which such judgment shall have been rendered.

Section 7. Effective Date

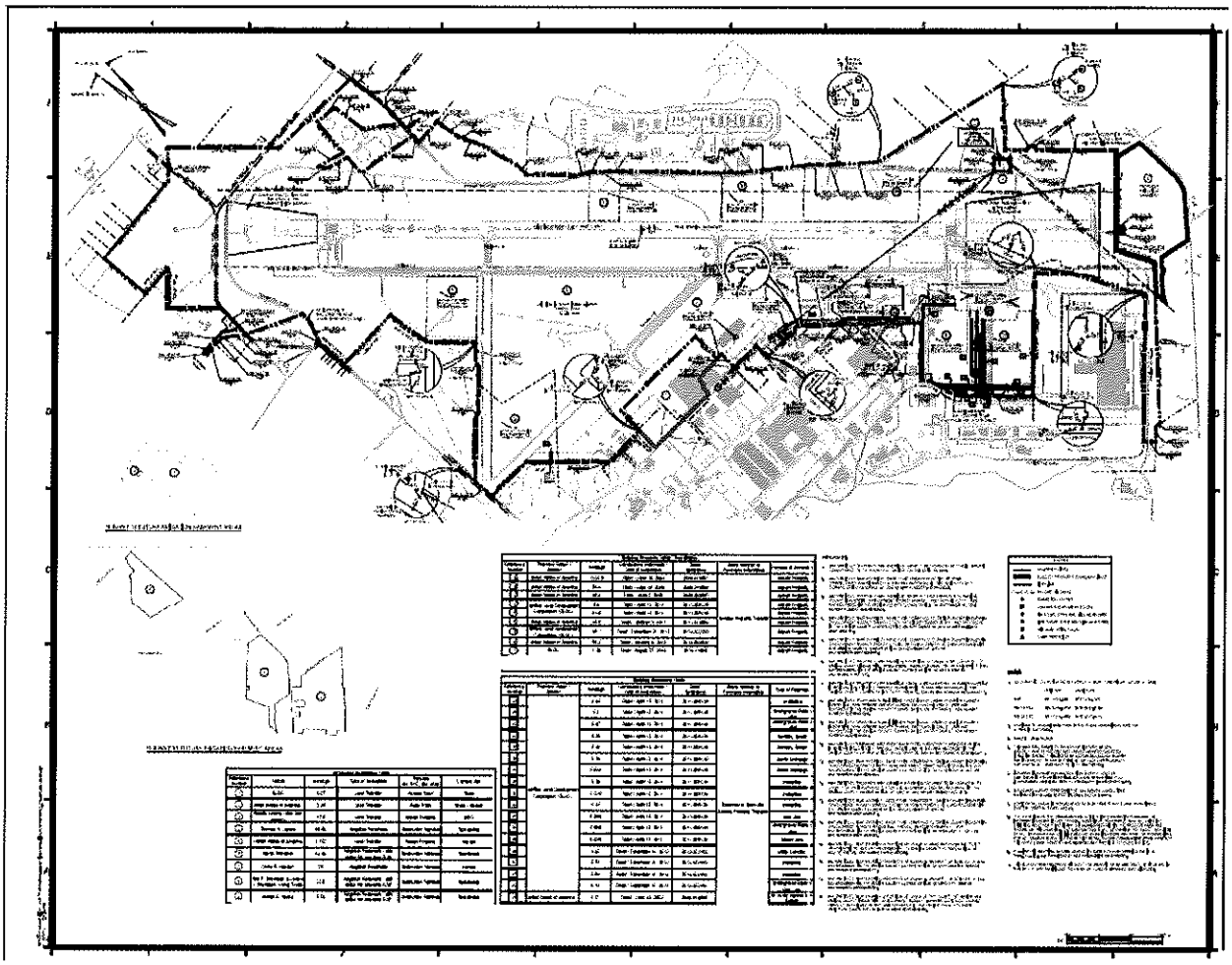
This Local Law shall take effect upon filing with the Secretary of State in accordance with Section 20, 21 and 27 of the New York State Municipal Home Rule Law

APPROVED: Public Works ( )
Ways & Means Committee ( )

DATED:

Adopted by the following roll call vote:
AYES____NAYS____ABSENT____

EXHIBIT A



Griffiss International Airport

660 Hangar Road, Suite 223
Rome, NY 13441
Telephone: 315-736-4171 / Fax: 315-736-0568

ANTHONY J. PICENTE, JR.
County Executive

RUSSELL STARK
Commissioner of Aviation

October 19, 2015

FN 20 16-032

AIRPORT

WAYS & MEANS

RECEIVED
JAN 12 2016

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, NY 13501

Re: Lease Agreement- NUAIR

Dear Mr. Picente:

Please consider acceptance of this Lease Agreement between Oneida County, Department of Aviation and NUAIR.

The Lease Agreement provides for a term of six (6) months, and provides for $1,152.00 revenue for the length of the Lease.

NUAIR is a current tenant of Oneida County and occupies Nose Dock 784. NUAIR would like additional office space as the current office space is to be utilized by Test Site clients. Additionally, this is a temporary measure as at the conclusion of this lease, they will be asking for space in Building 100 as part of the Test Site Command Center Operations.

If you concur with this agreement, please forward this request to the Oneida County Board of Legislatures for their consideration.

Sincerely,

Russell Stark
Commissioner
Oneida County Department of Aviation

Reviewed and Approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/11/16

Oneida County Department: **Aviation**

Competing Proposal ____
Only Respondent ____
Sole Source RFP X

Oneida County Board of Legislators
Contract Summary

Name of Proposing Organization: Northeast UAS Airspace Integration Research Alliance, Inc. (NUAIR)
635 Bomber Drive
Rome, NY 13441

Title of Activity or Service: Lease Agreement for space in Building 660, New Terminal Building

Proposed Dates of Operation: October 1, 2015 to March 31, 2016

Client Population/Number to be Served: **N/A**

Summary Statements:

1) Narrative Description of Proposed Services: This Lease Agreement will provide temporary space in Building 660, The New Terminal Building to NUAIR, for the administrative operation of the business.

2)Program/Service Objectives and Outcomes:
NUAIR is a current tenant of Oneida County and occupies Nose Dock 784. NUAIR would like additional office space as the current office space is to be utilized by Test Site clients. Additionally, this is a temporary measure as at the conclusion of this lease, they will be asking for space in Building 100 as part of the Test Site Command Center Operations.

3) Program Design and Staffing Level: N/A

Total Funding Requested: **$1,152.00 (Revenue)**

Oneida County Department Funding Recommendation: **$1,152.00** Account # **A5620**

Proposed Funding Source: Federal **$0** State **$0** County **$0**

Cost Per Client Served: **N/A**

Past Performance Data: **N/A**

ONEIDA COUNTY
OFFICE OF THE DISTRICT ATTORNEY

Scott D. McNamara
District Attorney

Michael A. Coluzza
First Assistant

Laurie Lisi
Matthew P. Worth
Joseph A. Saba
Grant J. Garramone
Steven G. Cox
Stacey L. Paolozzi
Bernard L. Hyman, Jr.
Todd C. Carville
Robert L. Bauer
Michael R. Nolan

Dawn Catera Lupi
First Assistant

Joshua L. Bauer
Christopher D. Hameline
Steven P. Feiner
Sarah F. DeMellier
Luke C. Davignon
William J. Barry III
Kevin J. Dwyer
Stephanie N. Singe
Paul S. Kelly
Travis J. Yoxall
Maria Murad Blais

FN 20 16-033

PUBLIC SAFETY

WAYS & MEANS

August 20, 2015

The Honorable Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear Mr. Picente:

Enclosed is a Memorandum of Understanding between the Oneida County District Attorney's Office and The John F. Finn Institute for Public Safety, Inc., as an independent contractor, that will operate as a planning group and will work together to implement and coordinate strategies with the goal to reduce crime throughout Oneida County. The Institute will provide a researcher that is needed to assist the D.A.'s Office with crime intelligence analysis. This position is fully funded through the GIVE grant award to the D.A.'s Office from the New York State Division of Criminal Justice Services.

I am hereby requesting your review and approval of this contract. If you agree, please forward to the Board of Legislators for approval at their next meeting.

Should you have any questions or concerns, please notify me.

Thank you for your time and assistance in this matter.

RECEIVED
JAN 11 2016

Sincerely,

Scott D. McNamara
Oneida County District Attorney

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/11/16

SDM/jl
Enc.

34.

235 Elizabeth Street • Utica, NY 13501 • Phone: (315) 798-5766 • Fax: (315) 798-5582

Oneida County District Attorney

Competing Proposal:
Only Respondent _____
Sole Source RFP _____
Other _____

ONEIDA COUNTY BOARD OF LEGISLATORS

Name of Proposing Organization: The John F. Finn Institute for Public Safety, Inc.
421 New Karner Road
Albany, New York 12205

Title of Activity or Service: Consultant Services

Proposed Dates of Operation: 07/01/2015 – 06/30/2016

Client Population/Number to be Served: Oneida County Residents

Summary Statements:

1) Narrative Description of Proposed Services

The John F. Finn Institute for Public Safety, Inc. will operate as a planning group and will work together to implement and coordinate strategies with the goal to reduce crime throughout Oneida County. The institute will provide a researcher that is needed to assist the D.A.'s Office with crime intelligence analysis. This position is fully funded through the Project GIVE II grant award to the D.A.'s Office from the New York State Division of Criminal Justice Services.

2) Program/Service Objectives and Outcomes:

3) Program Design and Staffing

Total Funding Requested: $85,380 **Account #** A3038
A1165.495124

Oneida County Dept. Funding Recommendation: $85,380.00

Proposed Funding Sources (Federal $/ State $/County $): State $

Cost Per Client Served:

Past Performance Data:

O.C. Department Staff Comments:

Oneida County
Office of Traffic Safety / STOP-DWI Program

Anthony J. Picente Jr.
Oneida County Executive

Thomas A. Giruzzi
Stop-DWI Coordinator

Is it worth it?
Oneida County STOP-DWI Program

Reviewed and Approved for submittal to the Oneida County Board of Legislators by
Anthony J. Picente, Jr.
County Executive
Date 1/5/16

FN 20 16 - 034
PUBLIC SAFETY
WAYS & MEANS

October 9, 2015

Honorable Anthony J. Picente Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear County Executive Picente:

Attached, please find an agreement that requires both Board of Legislators action and your signature between the Oneida County Stop-DWI Program and the following Police Agencies; New York Mills PD, Utica PD, Whitesboro PD, Whitestown PD Yorkville PD, Vernon PD and Rome PD.

I am respectfully requesting that this Contract for the Utica Police Department be approved for all listed Police Agency Contracts, which are all of the same content, with the exception of agency name, locality and dollar amount.

The total amounts to $ 16,325.00

The Police Agencies are:

New York Mills Police Department, 3 Maple Street; New York Mills, NY 13417	$1,500.00
Rome Police Department, 301 North James Street; Rome, NY 13440	$3,250.00
City of Utica Police Department, 413 Oriskany St W; Utica NY 13502	$3,250.00
Whitesboro Police Department, 46 Roosevelt Drive; Whitesboro NY 13492	$2,525.00
Whitestown Police Department, 8539 Clark Mills Road; Whitesboro NY 13492	$2,525.00
Yorkville Police Department, 30 Sixth Street; Yorkville NY 13495	$2,525.00
Vernon Police Department, PO Box 249 Vernon NY 13413	$ 750.00

This agreement provides funding for the Agencies within Oneida County to conduct DWI selective enforcement patrols. This funding is 100% reimbursable to Oneida County from a grant received from the New York State STOP DWI foundation. No County Dollars in this contract.

Thank you for your personal attention to this matter. Should you have any further questions, please contact my office.

~~Sincerely,~~

Thomas A. Giruzzi
STOP DWI Coordinator

RECEIVED
JAN 5 - 2016

Oneida County Emergency Services ▪ 200 Base Road ▪ Suite 3 ▪ Oriskany, NY 13424
Office of Traffic Safety 315.736.8946 ▪ STOP-DWI Program 315.736.8943
Fax: 315.736.8958 ▪ E-mail stopdwi@ocgov.net ▪ www.ocgov.net

ALIVE AT 25

36.

Oneida Co. Department:

Completing Proposal _____
Only Despondent _____
Sole Source RFP _____
Other ___X_____

ONEIDA COUNTY BOARD OF LEGISLATORS
CONTRACT SUMMARY

Name & Address of Vendor: City of Utica, Through its Police Department
413 Oriskany Street West
Utica, NY 13502

Title of Activity or Service: *Selective STOP-DWI Crackdown Patrols*

Proposed Dates of Operation: December 1, 2015 – September 30, 2016

Client Population/Number to be Served:

Summary Statements
1)Narrative Description of Proposed Services: *Agency will provide special holiday patrols, in addition to their normally scheduled patrols, with the sole function focusing on Selective* ***STOP-DWI Crackdown Patrols.***

2)Program/Service Objectives and Outcomes: *To increase annually the number of selective enforcement patrols and corresponding arrests for DWI and its related offenses.*

3) Program Design and Staffing: *Staff is drawn from the agency's sworn police officers*

Total Funding Requested: $ 3,250.00 **Account#: A3313.495**

Oneida County Dept of Funding Recommendation: $3,250.00

Proposed Funding Sources (Federal $ /State$ / County $): *County dollars, 100% reimbursed from the New York State STOP-DWI Foundation Crackdown grant.*

Cost per Client Served: N/A

Past Performance Data: *Agency currently participates in selective enforcement activities and other STOP-DWI Program initiative and special operations.*

O.C. Department Staff Comments:

ANTHONY J. PICENTE JR.
County Executive

DENNIS S. DAVIS
Commissioner

DIVISIONS:
Buildings & Grounds
Engineering
Highways, Bridges & Structures
Reforestation

Oneida County Department of Public Works

6000 Airport Road w Oriskany, New York 13424
Phone: (315) 793-6213 w Fax: (315) 768-6299

December 21, 2015

FN 20 16 - 035

PUBLIC WORKS

WAYS & MEANS

JAN 12 2016

Anthony J. Picente Jr.
Oneida County Executive
800 Park Ave.
Utica, NY 13501

Dear County Executive Picente,

The Department of Public Works has been tasked with procuring Oneida County's natural gas and electric utilities. In 2014 the Municipal Gas and Electric Alliance (MEGA) was contacted with the intent of consolidating accounts and securing the most competitive prices for natural gas and electricity. MEGA is an aggregator of natural gas and electricity procurement. Through volume, MEGAis able to provide very competitive utility rates, and is structured to meet municipal competitive bid requirements. MEGA has secured an active partnership with the New York State Association of Counties (NYSAC) and there are currently 29 Counties that have enrolled with MEGA. In addition there are over a thousand individual participants in the program including cities, towns, villages, and school districts. There is no cost to join MEGA.

In 2014 Oneida County enrolled in the MEGA program and contracted for electric and natural gas utility procurement accordingly. The current electric utility contract will expire January 29, 2016. Constellation Energy Services of New York is the current MEGA electric utility provider. On November 12, 2015 the Oneida County Board of Legislators approved two renewal contracts covering a majority of Oneida County's electric utility accounts. Due to a potential on-site solar photo voltaic project, the Oneida County Correctional Facility was excluded. The Department of Public Works was recently notified that an on-site solar photo voltaic project will not be possible. The total annual electric utility load was calculated and a proposed electrical utility procurement contract was drafted.

Please review the enclosed contract with Constellation Energy Services of New York for electric utility procurement at the Oneida County Correctional Facility. If acceptable, please forward to the Oneida County Board of Legislators for consideration.

Thank you for your support.

Sincerely,

Dennis S. Davis
Commissioner

cc: Oneida County Sheriff
Mark E. Laramie, PE, Deputy Commissioner

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/11/16

38.

Oneida Co. Department: Public Works

Competing Proposal _____
Only Respondent _____
Sole Source RFP _____

ONEIDA COUNTY BOARD OF LEGISLATORS

Name of Proposing Organization: Constellation Energy Services of New York, Inc.
3556 Lake Shore Road, Suite 420
Buffalo, NY 14219

Title of Activity or Service: Electric Utilities

Proposed Dates of Operation: 3/18/2016-1/17/2019

Client Population/Number to be Served: N/A

Summary Statements
1) Narrative Description of Proposed Services:

Procure electric utility through the Municipal Gas and Electric Alliance (MEGA) for the Oneida County Correctional Facility. MEGA aggregates utility accounts from over one thousand municipal organizations throughout New York State and secures natural gas and electric utility rates through public competitive bid. Constellation Energy Services of New York, Inc. is the current electric utility provider for MEGA municipal contracts.

2) Program/Service Objectives and Outcomes: N/A

3) Program Design and Staffing: N/A

Total Funding Requested: $300,000 **Account #:** Various Operating Accounts

Oneida County Dept. Funding Recommendation: $300,000

Proposed Funding Sources (Federal $/ State $/County $): $300,000 County

Cost Per Client Served: N/A

Past Performance Data: N/A

O.C. Department Staff Comments: None

ANTHONY J. PICENTE JR.
County Executive

DENNIS S. DAVIS
Commissioner

DIVISIONS:
Buildings & Grounds
Engineering
Highways, Bridges & Structures
Reforestation

Oneida County Department of Public Works

6000 Airport Road w Oriskany, New York 13424
Phone: (315) 793-6213 w Fax: (315) 768-6299

December 14, 2015

FN 20 16 - 036
PUBLIC WORKS

WAYS & MEANS

Anthony J. Picente Jr
Oneida County Executive
800 Park Avenue
Utica, NY 13501

Dear County Executive Picente,

Oneida County leases approximately 10.79 acres of unimproved property to the Rome Colts Pop Warner Football Organization, Inc., (Rome Colts) for the purpose of operating and maintaining various athletic practice and athletic performance facilities.

Rome Colts have requested authorization to expand the athletic practice and parking facilities as shown on the enclosed conceptual site plan. For this project the New York State Environmental Quality Review Act (SEQR) requires completion of a Short Environmental Assessment Form (SEAF).

It has been determined that there will be no significant adverse environmental impact. If you concur, please forward the enclosed Short Environmental Assessment Form to the Oneida County Board of Legislators for approval and signature by the Chairman of the Board.

Thank you for your continued support.

Sincerely,

Dennis S. Davis
Commissioner

cc: Mark E. Laramie, PE, Deputy Commissioner

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/8/16

40.

Oneida Co. Department: Public Works

Competing Proposal _____
Only Respondent _____
Sole Source RFP _____

ONEIDA COUNTY BOARD OF LEGISLATORS

Name of Proposing Organization: Rome Colts Pop Warner Football Organization, Inc.
PO box 455
Rome, NY 13442

Title of Activity or Service: Facility Improvements
State Environmental Quality Review
Short Environmental Assessment Form

Proposed Dates of Operation: N/A

Client Population/Number to be Served: N/A

Summary Statements
1) Narrative Description of Proposed Services:

Oneida County leases approximately 10.79 acres of unimproved property to the Rome Colts Pop Warner Football Organization (Rome Colts) for the purpose of operating and maintaining various athletic practice and athletic performance facilities.

Rome Colts have requested authorization to expand athletic practice and parking facilities as shown on the enclosed conceptual site plan. For this project the New York State Environmental Quality Review Act requires completion of a Short Environmental Assessment Form.

It has been determined that there will be no significant adverse environmental impact.

2) Program/Service Objectives and Outcomes: N/A

3) Program Design and Staffing: N/A

Total Funding Requested: $0.00 **Account #:** N/A

Oneida County Dept. Funding Recommendation: $0.00

Proposed Funding Sources (Federal $/ State $/County $): $0.00

Cost Per Client Served: N/A
Past Performance Data: N/A
O.C. Department Staff Comments: None

41.

ONEIDA COUNTY DEPARTMENT OF PUBLIC WORKS

ANTHONY J. PICENTE JR.
COUNTY EXECUTIVE

DENNIS S. DAVIS
COMMISSIONER

DIVISIONS:
BUILDINGS & GROUNDS
ENGINEERING
HIGHWAYS, BRIDGES & STRUCTURES
REFORESTATION

6000 Airport Road, Oriskany, New York 13424
Phone: (315) 793-6213 Fax: (315) 768-6299

December 14, 2015

FN 20 16-037

PUBLIC WORKS

WAYS & MEANS

Anthony J. Picente Jr.
Oneida County Executive
800 Park Ave.
Utica, NY 13501

Dear County Executive Picente,

On August 12, 2015 the Oneida County Board of Acquisition & Contract accepted a proposal from Delta Engineers, Architects, & Land Surveyors, P.C. for $73,600.00 to prepare plans and specifications for rehabilitation of the following bridges.

Replace BIN 3310910, Old St. Rt. 12 (CR 82) over Cincinnati Creek, Town of Remsen.
Replace BIN 3310470, Hawkinsville Rd. (CR 61) over Cummings Cr., Town of Boonville.
Replace BIN 3311380 Superstructure, Lowell Rd. (CR 52) over Mud Cr., Town of Westmoreland.
Replace Structure C1-5A, Donley Rd. over Br. Unadilla River, Town of Bridgewater.
Rehabilitate Culvert 12+96, Randel Rd., Town of Verona

Please consider the enclosed contract for the above mentioned services. If acceptable, please forward to the Oneida County Board of Legislators for further consideration.

Thank you for your support.

Sincerely,

Dennis S. Davis
Commissioner

cc: Mark E. Laramie, P.E., Deputy Commissioner

RECEIVED
JAN 11 2016

Reviewed and Approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/11/16

42.

Oneida Co. Department: Public Works

Competing Proposal X
Only Respondent _____
Sole Source RFP _____

ONEIDA COUNTY BOARD OF LEGISLATORS

Name of Proposing Organization: Delta Engineers, Architects, & Land Surveyors, P.C.
860 Hooper Road
Endwell, NY 13760

Title of Activity or Service: Professional Consulting Services

Proposed Dates of Operation: Start on Execution – 12/31/2016

Client Population/Number to be Served: N/A

Summary Statements
1) Narrative Description of Proposed Services:

Prepare plans and specifications for reconstruction/rehabilitation of the following bridges and structures:

- Replace BIN 3310910, Old St. Rt. 12 (CR 82) over Cincinnati Creek, Town of Remsen.
- Replace BIN 3310470, Hawkinsville Rd. (CR 61) over Cummings Cr., Town of Boonville.
- Replace BIN 3311380, Superstructure, Lowell Rd. (CR 52) over Mud Cr., Town of Westmoreland.
- Replace Structure C1-5A, Donley Rd. over Br. Unadilla River, Town of Bridgewater.
- Rehabilitate Culvert 12+96, Randel Rd., Town of Verona.

2) Program/Service Objectives and Outcomes: N/A

3) Program Design and Staffing: N/A

Total Funding Requested: $73,600.00 **Account #:** H-498

Oneida County Dept. Funding Recommendation: $73,600.00

Proposed Funding Sources (Federal $/ State $/County $): County

Cost Per Client Served: N/A

Past Performance Data: N/A

O.C. Department Staff Comments: None

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

January 4, 2016

FN 20 16 - 638

Reviewed and Approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/7/16

HEALTH & HUMAN SERVICES

WAYS & MEANS

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear County Executive Picente:

Attached for your review and approval is correspondence from Lucille Soldato, Commissioner of Social Services, requesting the creation of two (2) Senior Caseworker positions (Grade 26W, Step 2 $34,885) in the Children and Adult Services Division, Cost Center 6011.

These functions are currently contracted out to a service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of these functions will need to be performed by Oneida County employees.

The Child Protective Undercare Unit handles extremely difficult cases in which the children remain at home with the parents. The Senior Caseworkers will have a caseload of approximately 10 - 12 cases for each position and some supervisory functions.

The reimbursement rate for these positions is 62% state and federally funded with a local share of 38%.

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Lucille Soldato, Commissioner of Social Services
County Attorney
Budget

44.

Anthony J. Picente Jr.
County Executive

Lucille A. Soldato
Commissioner

Oneida County Department of Social Services
Office of Commissioner Lucille A. Soldato
County Office Building
800 Park Ave.
Utica, NY 13501

December 28, 2015

John P. Talerico
Commissioner of Personnel
Oneida County
800 Park Ave.
Utica, NY 13501

Dear Commissioner Talerico:

I am requesting the creation of 2 Senior Caseworker positions for our Children and Adult Services Division.

These positions would be assigned to the Child Protective Undercare Unit, which would be established by the creation of new positions.

The Child Protective Undercare function is presently contracted out to a service provider in the community however I have been advised by the County Attorney's office after a review of this contract that this function needs to be performed by Oneida County employees to comply with the provisions of the Affordable Care Act.

The Child Protective Undercare Unit handles extremely difficult cases in which the children remain at home with the parents.

The Senior Caseworkers will have a caseload of approximately 10-12 cases and some supervisory functions.

The reimbursement rate for the Senior Caseworker positions is 62% Federal and State and 38% local share. The starting salary for this position is $34, 885.

If you concur with this request please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Lucille Soldato, Commissioner

Cc: Donna Scholefield

Received
ONEIDA
COUNTY
DEC 29 2015
PERSONNEL
DEPARTMENT
Received

45.

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

January 6, 2016

FN 20 16-039

HEALTH & HUMAN SERVICES

Reviewed and Approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

WAYS & MEANS

Date 1/7/16

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear County Executive Picente:

I have added the titles Aging Services Program Administrator, Aging Services Coordinator and Aging Services Supervisor to the Oneida County classification plan.

I am recommending that the Board of Legislators set the salaries as follows:
Aging Services Coordinator (Grade 21W, Step 1 $28,720)
Aging Services Supervisor (Grade 27W, Step 1 $36,286)
Aging Services Program Administrator (Grade 30M, Step 1 $40,510)

Please forward this request to the Board of Legislators for their action.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Michael J. Romano, Director of Office for the Aging and Office of Continuing Care
County Attorney
Budget

46.

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 01/07/16

AGING SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves contact with consumers within the community to determine needs and provide information and assistance to services managed by the Oneida County Office for the Aging. The incumbent in this position coordinates and integrates services and opportunities for older adults provided by a variety of community-based agencies. The work is performed under the general supervision of the Aging Services Supervisor. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Facilitates Chronic Disease Management classes for adults;
Provides health education activities to promote health and wellness for older adults;
Performs outreach activities;
Attends public events and Health Fairs related to aging services;
Organizes a calendar of health and wellness programs;
Performs certification classes;
Assists with case management cases as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the aging process and needs of older adults; working knowledge of programs and services available through the Office for the Aging and other services providers; ability to communicate with older persons who may have physical or language difficulties; ability to work effectively with subordinates, peers and supervisors; ability to gather and organize data.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in sociology, psychology, human services or resources, or a health-related field **AND** two (2) years of full-time paid human service* experience; **OR**

(B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in sociology, psychology, human services or resources, or a health-related field **AND** four (4) years of full-time paid human service* experience.

***Human service experience** is defined to mean experience which shall have involved a one-on-one interaction with a client, in order to actively facilitate the identification of client needs and goals through the interview process; as well as, the development of a service plan, (i.e.: identification and coordination of services available in the agency or the community to meet these needs and goals).

continued...

NOTE: Verifiable part-time human service experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this case will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 01/07/16

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 01/07/16

AGING SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the implementation of the services component of the Oneida County Office for the Aging. The incumbent in this position coordinates, develops and performs a variety of tasks which may involve grants administration and participation in advisory committees and/or meetings. A person in this position may be responsible for the general, specific, and long range planning in the Office for the Aging. The work is performed under the direct supervision of the Director. Supervision is exercised over all subordinates. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and trains personnel in the planning and delivery of services;
Performs administrative functions of the office such as staffing, recruitment and staff review and evaluation;
Assigns work on a daily basis;
Participates in daily staff meetings to provide needed direction;
Participates in supervisors' meetings and advisory council meetings and committees;
Provides employee counseling as needed;
Performs new employee orientation;
Plans, organizes and implements training programs;
May assist with aging related grant projects;
May participate in weekly client case conferences;
May make supervisory home visits to observe and supervise case manager performance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the aging process and needs of older adults; good knowledge of programs and services available through the Office for the Aging and other services providers; ability to plan and supervise the work of others; ability to communicate with older persons who may have physical or language difficulties; ability to work effectively with subordinates, peers and supervisors; ability to communicate clearly and effectively both verbally and in writing; ability to organize.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in sociology, psychology, human services or resources, or a health-related field **AND** two (2) years of full-time paid human service* experience in a supervisory capacity; **OR**

(B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in sociology, psychology, human services or resources, or a health-related field **AND** four (4) years of full-time paid human service* experience, two (2) years of which were in a supervisory capacity.

continued...

***Human service experience** is defined to mean experience which shall have involved a one-on-one interaction with a client, in order to actively facilitate the identification of client needs and goals through the interview process; as well as, the development of a service plan, (i.e.: identification and coordination of services available in the agency or the community to meet these needs and goals).

NOTE: Verifiable part-time human service experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this case will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 01/07/16

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 01/07/16

AGING SERVICES PROGRAM ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for performing a variety of compliance functions for the Office for the Aging (OFA) programs and other designated County department programs and for making recommendations for their improved services and operation. The incumbent's responsibilities also include supervision, planning, oversite, and technical support to these programs. The incumbent may also facilitate ongoing collaboration with community and state partners, and public relations. Direct supervision is received from the Director of the Office for the Aging and other designated program-related department heads. Supervision is exercised over professional and clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists Director of OFA and other designated department officials in planning activities, reviewing and developing policy, and coordinating a Community Services Board;
Performs compliance functions for designated programs and makes recommendations for their improved services and operation;
Supervises program staff to ensure that quality of services and maintenance of agency standards and policies are adhered to;
Provides technical support and oversite to program coordinators and supervisors;
Prepares, compiles and reviews appropriate charts, records and reports as required;
Oversees the performance of outreach, case management, and clerical services;
Participates in surveys, studies, and research on program related topics;
Participates in conferences and community programs with state partners or other agencies;
Facilitates collaboration with community and/or state partners.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the aging process and needs of older adults; thorough knowledge of programs and services available through the Office for the Aging and other services providers; good knowledge of management skills; good knowledge in the supervision of staff; good knowledge in human services program administration; ability to plan and supervise the work of others; ability to work effectively with subordinates, peers and supervisors; ability to prepare written reports; ability to communicate clearly and effectively both verbally and in writing; ability to exercise discretion and sound judgment; organizational skills.

continued...

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or NYS registered college or university with a Master's Degree in sociology, psychology, human services or resources, or a health-related field **AND** two (2) years of full-time paid human service experience* in a supervisory capacity; **OR**

(B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in sociology, psychology, human services or resources, or a health-related field **AND** four (4) years of full-time paid human service experience*, two (2) years of which were in a supervisory capacity.

***Human service experience** is defined to mean experience which shall have involved a one-on-one interaction with a client, in order to actively facilitate the identification of client needs and goals through the interview process; as well as, the development of a service plan, (i.e.: identification and coordination of services available in the agency or the community to meet these needs and goals).

NOTE: Verifiable part-time human service experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this case will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 01/07/16

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

January 6, 2016

Reviewed and Approved for submittal to the Oneida County Board of Legislators by
Anthony J. Picente, Jr.
County Executive
Date 1/7/16

FN 20 16 - 648

HEALTH & HUMAN SERVICES

WAYS & MEANS

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear County Executive Picente:

Attached for your review and approval is correspondence from Michael J. Romano, Director of Office for the Aging and Office of Continuing Care, requesting the creation of seven (7) Aging Services Aide positions (Grade 12W, Step 1 $20,973).

These functions are currently contracted out to a community based service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of these functions will need to be performed by Oneida County employees.

These positions will assist the Department with consumer information, assistance, intake, screening and various client service related duties.

The reimbursement rate for these positions is 90% state and federally funded with a local share of 10%.

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Michael J. Romano, Director of Office for the Aging and Office of Continuing Care
County Attorney
Budget

53.

Oneida County

Anthony J. Picente, Jr.
County Executive

Office for the Aging & Continuing Care

Michael J. Romano
Director

120 Airline Street – Suite 201, Oriskany, NY 13424 **Phone 315-798-5456** **Fax 315-798-6444** **E-mail.ofa@ocgov.net**

January 5, 2016

Mr. John P. Talerico
Commissioner
Oneida County Personnel Department
800 Park Avenue
Utica, New York 13501

Dear Commissioner Talerico:

I am requesting the creation of seven (7) Aging Service Aides for Oneida County Office for the Aging and Continuing Care. This position would assist the department with consumer information, assistance, intake, screening and various client service related duties.

These positions are presently contracted out to a community based service provider. However, after a review of contracted services by the Oneida County Legal Department, I have been advised this function must be provided by an Oneida County employee to comply with the provision of the Affordable Care Act.

The starting salary for this position is $20,973.00, and the reimbursement rate for this position is 90% Federal ($18,875.70) and 10% ($2,097.30) County.

If you concur with this request, please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Michael J. Romano
Director

MJR/mac

54.

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

January 6, 2016

FN 20 16 641 Reviewed and Approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

HEALTH & HUMAN SERVICES

WAYS & MEANS Date 1/2/16

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear County Executive Picente:

Attached for your review and approval is correspondence from Michael J. Romano, Director of Office for the Aging and Office of Continuing Care, requesting the creation of fifteen (15) Case Manager positions (Grade 19W, Step 1 $26,658).

These functions are currently contracted out to a community based service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of these functions will need to be performed by Oneida County employees.

These positions will assist the Department with consumer home visits, assessments, care planning, benefit and entitlement counseling and various consumer service related duties.

The reimbursement rate for these positions is 90% state and federally funded with a local share of 10%.

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Michael J. Romano, Director of Office for the Aging and Office of Continuing Care
County Attorney
Budget

55.

Oneida County

Anthony J. Picente, Jr.
County Executive

Office for the Aging & Continuing Care

Michael J. Romano
Director

120 Airline Street – Suite 201, Oriskany, NY 13424 **Phone 315-798-5456** **Fax 315-798-6444** **E-mail.ofa@ocgov.net**

January 5, 2016

Mr. John P. Talerico
Commissioner
Oneida County Personnel Department
800 Park Avenue
Utica, New York 13501

Dear Commissioner Talerico:

I am requesting the creation of fifteen (15) Case Manager positions for Oneida County Office for the Aging and Continuing Care. This position would assist the department with consumer home visits, assessments, care planning, benefit and entitlement counseling, and various consumer service related duties.

These positions are presently contracted out to a community based service provider. However, after a review of contracted services by the Oneida County Legal Department, I have been advised this function must be provided by an Oneida County employee to comply with the provision of the Affordable Care Act.

The starting salary for this position is $26,658.00, and the reimbursement rate for this position is 90% Federal ($23,992.20) and 10% ($2,665.80) County.

If you concur with this request, please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Michael J. Romano
Director

MJR/mac

56.

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
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January 6, 2016

FN 20 16-042
HEALTH & HUMAN SERVICES
WAYS & MEANS

Reviewed and Approved for submittal to the Oneida County Board of Legislators by
Anthony J. Picente, Jr.
County Executive
Date 1/12/16

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear County Executive Picente:

Attached for your review and approval is correspondence from Michael J. Romano, Director of Office for the Aging and Office of Continuing Care, requesting the creation of four (4) Aging Services Coordinator positions (Grade 21W, Step 1 $28,720) as well as the addition of this competitive title to Oneida County's Classification Plan. Attached is the job description which outlines the responsibilities and duties for this position.

These functions are currently contracted out to a community based service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of these functions will need to be performed by Oneida County employees.

These positions will assist the Department with coordination of specific aging and long term care programs including Elder Abuse Coalition, Health Promotion/Chronic Disease Self-Management, NY Connects and Caregiver/Consumer Directed Programs.

The reimbursement rate for these positions is 90% state and federally funded with a local share of 10%.

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Michael J. Romano, Director of Office for the Aging and Office of Continuing Care
County Attorney
Budget

57.

Oneida County

Anthony J. Picente, Jr.
County Executive

Office for the Aging & Continuing Care

Michael J. Romano
Director

120 Airline Street – Suite 201, Oriskany, NY 13424 **Phone 315-798-5456** **Fax 315-798-6444** **E-mail.ofa@ocgov.net**

January 5, 2016

Mr. John P. Talerico
Commissioner
Oneida County Personnel Department
800 Park Avenue
Utica, New York 13501

Dear Commissioner Talerico:

I am requesting the creation of four (4) new Aging Services Coordinator positions for Oneida County Office for the Aging and Continuing Care. This position would assist the department with coordination of specific aging and long term care programs including Elder Abuse Coalition, Health Promotion/Chronic Disease Self-Management, NYConnects, and Caregiver/Consumer Directed Programs.

These positions are presently contracted out to a community based service provider. However, after a review of contracted services by the Oneida County Legal Department, I have been advised this function must be provided by an Oneida County employee to comply with the provision of the Affordable Care Act.

The starting salary for this position is $28,720.00, and the reimbursement rate for this position is 90% Federal ($25,848.00) and 10% ($2,872.00) County.

If you concur with this request, please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Michael J. Romano
Director

MJR/mac

58.

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

FN 20 16 - 643

January 6, 2016

HEALTH & HUMAN SERVICES

Reviewed and Approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 1/7/16

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Dear County Executive Picente:

Attached for your review and approval is correspondence from Michael J. Romano, Director of Office for the Aging and Office of Continuing Care, requesting the creation of one (1) Administrative Assistant position (Grade 19W, Step 1 $26,658).

This functions is currently contracted out to a community based service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of this function will need to be performed by an Oneida County employee.

This position will assist the Department with contract management duties.

The reimbursement rate for this position is 90% state and federally funded with a local share of 10%.

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Michael J. Romano, Director of Office for the Aging and Office of Continuing Care
County Attorney
Budget

59.

Oneida County
Office for the Aging & Continuing Care

Anthony J. Picente, Jr.
County Executive

Michael J. Romano
Director

120 Airline Street – Suite 201, Oriskany, NY 13424 **Phone 315-798-5456** **Fax 315-798-6444** **E-mail.ofa@ocgov.net**

January 5, 2016

Mr. John P. Talerico
Commissioner
Oneida County Personnel Department
800 Park Avenue
Utica, New York 13501

Dear Commissioner Talerico:

I am requesting the creation of one (1) Administrative Assistant position for Oneida County Office for the Aging and Continuing Care. This position would assist the department with contract management duties.

These positions are presently contracted out to a community based service provider. However, after a review of contracted services by the Oneida County Legal Department, I have been advised this function must be provided by an Oneida County employee to comply with the provision of the Affordable Care Act.

The starting salary for this position is $28,720.00, and the reimbursement rate for this position is 90% Federal ($25,848.00) and 10% ($2,872.00) County.

If you concur with this request, please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Michael J. Romano
Director

MJR/mac

60.

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

January 6, 2016

FN 20 16 044 Reviewed and Approved for submittal to the Oneida County Board of Legislators by

HEALTH & HUMAN SERVICES

Anthony J. Picente, Jr.
County Executive

WAYS & MEANS

Date 1/7/16

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear County Executive Picente:

Attached for your review and approval is correspondence from Michael J. Romano, Director of Office for the Aging and Office of Continuing Care, requesting the creation of three (3) Aging Services Supervisor positions (Grade 27W, Step 1 $36,286), as well as the addition of this competitive title to Oneida County's Classification Plan. Attached is the job description which outlines the responsibilities and duties for this position.

These functions are currently contracted out to a community based service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of these functions will need to be performed by Oneida County employees.

These positions will assist the Department with the supervision of staff who perform consumer home visits, assessments, care planning, benefit and entitlement counseling and various consumer service related duties.

The reimbursement rate for these positions is 90% state and federally funded with a local share of 10%.

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Michael J. Romano, Director of Office for the Aging and Office of Continuing Care
County Attorney
Budget

61.

Oneida County

Anthony J. Picente, Jr.
County Executive

Office for the Aging & Continuing Care

Michael J. Romano
Director

120 Airline Street – Suite 201, Oriskany, NY 13424 **Phone 315-798-5456** **Fax 315-798-6444** **E-mail.ofa@ocgov.net**

January 5, 2016

Mr. John P. Talerico
Commissioner
Oneida County Personnel Department
800 Park Avenue
Utica, New York 13501

Dear Commissioner Talerico:

I am requesting the creation of three (3) new Aging Services Supervisor positions for Oneida County Office for the Aging and Continuing Care. This position would assist the department with the supervision of staff who perform consumer home visits, assessments, care planning, benefit and entitlement counseling, and various consumer service related duties.

These positions are presently contracted out to a community based service provider. However, after a review of contracted services by the Oneida County Legal Department, I have been advised this function must be provided by an Oneida County employee to comply with the provision of the Affordable Care Act.

The starting salary for this position is $36,286.00, and the reimbursement rate for this position is 90% Federal ($32,657.40) and 10% ($3,628.60) County.

If you concur with this request, please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Michael J. Romano
Director

MJR/mac

62.

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

January 4, 2016

FN 20 16 - 045 Reviewed and Approved for submittal to the Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive
Date 1/7/16

HEALTH & HUMAN SERVICES
WAYS & MEANS

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear County Executive Picente:

Attached for your review and approval is correspondence from Lucille Soldato, Commissioner of Social Services, requesting the creation of one (1) Senior Workforce Development Coordinator position (Grade 27W, Step 1 $36,268) in the Employment Division, Cost Center 6014.

This function is currently contracted out to a service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of this function will need to be performed by an Oneida County employee.

This position will be responsible for supervision of the ten (10) Workforce Development Counselors and one (1) Senior Workforce Development Counselor in the Employment Division.

The reimbursement rate for this position is 100% federally funded.

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Lucille Soldato, Commissioner of Social Services
County Attorney
Budget

Anthony J. Picente Jr.
County Executive

Lucille A. Soldato
Commissioner

Oneida County Department of Social Services
Office of Commissioner Lucille A. Soldato
County Office Building
800 Park Ave.
Utica, NY 13501

December 28, 2015

John P. Talerico
Commissioner of Personnel
Oneida County
800 Park Ave.
Utica, NY 13501

Dear Commissioner Talerico:

I am requesting the creation of 1Senior Workforce Development Coordinator.

This position would be assigned to the Employment Division.

This position will be responsible for supervision of 10 Workforce Development Counselors and 1 Senior Workforce Development Counselor in the Employment Division.

These functions are presently contracted out to a service provider in the community however I have been advised by the County Attorney's office after a review of this contract that this function needs to be performed by Oneida County employees to comply with the provisions of the Affordable Care Act.

The reimbursement rate for the Senior Workforce Development Coordinator position is 100% Federal. The starting salary for this position is $36,286. 27W

If you concur with this request please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Lucille Soldato

Lucille Soldato, Commissioner

Cc: Donna Scholefield

64.

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: DRAFT

SENIOR WORKFORCE DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level administrative position with independent responsibility for carrying out moderately difficult administrative duties related to program coordination, monitoring analysis, and job development in the Department of Social Services Workforce Development Program. This class differs from that of Workforce Development Coordinator, by the increased responsibilities and independence of action in carrying out details of the work. The work is performed under the general supervision of a higher-level agency administrative official. Direct supervision may be exercised over the work of Workforce Development Coordinators and Senior Workforce Development Counselors, as well as, clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the work of lower level professional and non-professional agency staff;
Supervises the collection, compilation, and interpretation of information utilized in the monitoring and evaluation of employment training programs;
Implements managerial control systems to aid in compliance with Federal, State, and local rules, regulations and policies;
Coordinates agency efforts to develop realistic job and/or training opportunities for agency program participants;
Coordinates and monitors the sub-grantee programs to ensure compliance with appropriate WIA rules & regulations;
Plans, negotiates, and develops moderately complex subcontracts with public or private employers, as well as, educational institutions employing and/or training WIA participants;
Meets with general public to assist them with finding appropriate training and employment services;
Assists lower-level agency staff in the completion of more difficult and complex tasks;
Completes narrative and tabular records and reports necessary for compliance with Federal and State rules, regulations and policies;
May represent the agency staff in meetings with local, State, and/or Federal representatives, as well as, private industry representatives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; good knowledge of the methods and techniques utilized in the development of job and/or training opportunities; good knowledge of the principles and practices of supervision; ability to read and interpret moderately complex written materials; ability to express oneself orally and in writing; ability to understand oral and written directions; skill in collecting, organizing, analyzing and interpreting narrative, as well as, tabular information; ability to establish and maintain effective working relationships with participants, private and governmental agencies, and labor groups.

65.

continued...

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in public or business administration, industrial or labor relations, economics, political science, social science, human services, or a closely related field, **AND** two (2) years of experience in job or training development and analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field; **OR**

(B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college, with at least 12 credit hours in any of the areas described in (A) above, **AND** four (4) years of experience, as outlined in (A) above.

NOTE: Verifiable part-time and/or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Candidate must have possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment, to meet the transportation requirements of the job.

Title changed from "Senior Employment and Training Coordinator": 09/25/96
Revised: 09/25/96, 09/18/97, 05/06/99, 07/13/09, xx/xx/xx

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

Reviewed and Approved for submittal to the Oneida County Board of Legislators by
Anthony J. Picente, Jr.
County Executive
Date 1/7/16

January 4, 2016

FN 20 16 - 046

HEALTH & HUMAN SERVICES

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Dear County Executive Picente:

Attached for your review and approval is correspondence from Lucille Soldato, Commissioner of Social Services, requesting the creation of one (1) Case Supervisor Grade B position (Grade 27W, Step 1 $36,268) in the Children and Adult Services Division, Cost Center 6011.

This function is currently contracted out to a service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of this function will need to be performed by an Oneida County employee.

This position will be responsible for supervision of the twelve (12) Caseworkers and two (2) Senior Caseworkers in the Children and Adult Services Division.

The reimbursement rate for this position is 62% state and federally funded with a local share of 38% .

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Lucille Soldato, Commissioner of Social Services
County Attorney
Budget

67.

Anthony J. Picente Jr.
County Executive

Lucille A. Soldato
Commissioner

Oneida County Department of Social Services
Office of Commissioner Lucille A. Soldato
County Office Building
800 Park Ave.
Utica, NY 13501

December 28, 2015

John P. Talerico
Commissioner of Personnel
Oneida County
800 Park Ave.
Utica, NY 13501

Dear Commissioner Talerico:

I am requesting the creation of 1 Case Supervisor, Grade B positions for our Children and Adult Services Division.

The position would be assigned to the Child Protective Undercare Unit, which would be established by the creation of new positions.

The Child Protective Undercare function is presently contracted out to a service provider in the community however I have been advised by the County Attorney's office after a review of this contract that this function needs to be performed by Oneida County employees to comply with the provisions of the Affordable Care Act.

The Child Protective Undercare Unit handles extremely difficult cases in which the children remain at home with the parents.

The Grade B Supervisor position will be responsible for supervision of 12 caseworkers and 2 Senior Caseworkers in the Child Protective Undercare Unit.

The reimbursement rate for the Grade B Supervisor position is 62% Federal and State and 38% local share.

The starting salary for this position is $36, 286. 27w

If you concur with this request please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Lucille Soldato, Commissioner

Cc: Donna Scholefield

Received
ONEIDA
COUNTY
DEC 29 2015
PERSONNEL
DEPARTMENT
Received

68.

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
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January 4, 2016 FN 2016-047

Reviewed and Approved for submittal to the Oneida County Board of Legislators by
Anthony J. Picente, Jr.
County Executive
Date 1/7/16

HEALTH & HUMAN SERVICES

WAYS & MEANS

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear County Executive Picente:

Attached for your review and approval is correspondence from Lucille Soldato, Commissioner of Social Services, requesting the creation of twelve (12) Caseworker positions (Grade 25W, Step 2 $34,718) in the Children and Adult Services Division, Cost Center 6011.

These functions are currently contracted out to a service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of these functions will need to be performed by Oneida County employees.

The Child Protective Undercare Unit handles extremely difficult cases in which the children remain at home with the parents. The caseloads will be approximately 14 cases for each position.

The reimbursement rate for this position is 62% state and federally funded with a local share of 38% .

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Lucille Soldato, Commissioner of Social Services
County Attorney
Budget

69.

Anthony J. Picente Jr.
County Executive

Lucille A. Soldato
Commissioner

Oneida County Department of Social Services
Office of Commissioner Lucille A. Soldato
County Office Building
800 Park Ave.
Utica, NY 13501

December 28, 2015

John P. Talerico
Commissioner of Personnel
Oneida County
800 Park Ave.
Utica, NY 13501

Dear Commissioner Talerico:

I am requesting the creation of 12 caseworker positions for our Children and Adult Services Division.

The positions would be assigned to the Child Protective Undercare Unit, which would be established by the creation of these positions.

The Child Protective Undercare function is presently contracted out to a service provider in the community however I have been advised by the County Attorney's office after a review of this contract that this function needs to be performed by Oneida County employees to comply with the provisions of the Affordable Care Act.

The Child Protective Undercare Unit handles extremely difficult cases in which the children remain at home with the parents. The caseloads will be approximately14 cases for each position.

The reimbursement rate for the caseworker position is Federal State 62%, and 38% local share. The starting salary is $34,718. 25+/2

If you concur with this request please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Lucille Soldato, Commissioner

cc: Donna Scholefield

Received
ONEIDA
COUNTY
DEC 29 2015
PERSONNEL
DEPARTMENT
Received

70.

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

January 4, 2016 FN 20 16 - 048

Reviewed and Approved for submittal to the Oneida County Board of Legislators by
Anthony J. Picente, Jr.
County Executive
Date 1/7/16

HEALTH & HUMAN SERVICES

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Dear County Executive Picente:

Attached for your review and approval is correspondence from Lucille Soldato, Commissioner of Social Services, requesting the creation of ten (10) Workforce Development Counselor positions (Grade 23W, Step 1 $31,012) in the Employment Division, Cost Center 6014.

These positions will be required to work with all Temporary Assistance recipients and applicants to assist them in securing employment training and vocational opportunities, as well as securing job training and work experience slots for them and monitoring compliance of these individuals.

These functions are currently contracted out to a service provider; however, in order to be in compliance with the provisions of the Affordable Care Act, the duties of these functions will need to be performed by Oneida County employees.

The reimbursement rate for these positions is 100% federally funded.

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Lucille Soldato, Commissioner of Social Services
County Attorney
Budget

M.

Anthony J. Picente Jr.
County Executive

Lucille A. Soldato
Commissioner

Oneida County Department of Social Services
Office of Commissioner Lucille A. Soldato
County Office Building
800 Park Ave.
Utica, NY 13501

December 28, 2015

John P. Talerico
Commissioner of Personnel
Oneida County
800 Park Ave.
Utica, NY 13501

Dear Commissioner Talerico:

I am requesting the creation of 10 Workforce Development Counselors.

These positions would be assigned to the Employment Division.

These positions would be required to work with all Temporary Assistance recipients and applicants to assist them to secure employment training and educational / vocational opportunities. They would also secure on the job training / work experience slots for them and monitor compliance of these individuals.

These functions are presently contracted out to a service provider in the community however I have been advised by the County Attorney's office after a review of this contract that this function needs to be performed by Oneida County employees to comply with the provisions of the Affordable Care Act.

The caseloads of these positions will be approximately 185 cases each.

The reimbursement rate for the Workforce Development Counselor position is 100% Federal.
The starting salary for this position is $31,012. 230

If you concur with this request please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Lucille Soldato, Commissioner

Cc: Donna Scholefield

Received
ONEIDA
COUNTY
DEC 29 2015
PERSONNEL
DEPARTMENT
Received

72.

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: DRAFT

WORKFORCE DEVELOPMENT COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position provides professional vocational guidance and related services to individuals participating in various aspects of the Department of Social Services Workforce Development Program. This is an entry-level position in the field of vocational guidance in the Workforce Development Program. The duties involve the responsibilities of assisting Workforce Development participants in formulating and modifying employability plans which may involve remedial education, work experience, specialized skill training, and related supportive services. The Workforce Development Counselor is called upon to exercise sound professional judgement in formulating and carrying out plans to meet individual vocational problems faced by participants. Work is performed under the general supervision of either a higher-level Counselor or other higher-level administrative staff employee of the agency who, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of support and clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal, and social background to aid in formulating employability or training plans;
Formulates employability plans for participants of the program;
Aids clients in obtaining support services as needed;
Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education;
Makes contact to discuss problems and progress with clients, training agencies, and employers;
Maintains and updates client program records, employability plans, and progress reports;
Visits community groups to promote the use of Workforce Development services;
Participates in staff meetings and conferences designed to define client goals, problems, and evaluate progress;
Prepares a variety of narrative as well as tabular reports;
May administer standardized vocational tests used in the evaluation of participant vocational skills and/or needs;
May conduct orientation and/or informal informational sessions with client groups regarding career opportunities in the community.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of training and educational programs; working knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of Workforce Development clientele; working knowledge of interviewing practices and techniques; working knowledge of community organizations and human service agencies; working knowledge of sources of job placement; working knowledge of Federal, State, and local Workforce Development rules and regulations, and ability to apply the knowledge in the performance of the duties of the position; ability to evaluate clients' vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies; ability to prepare, as well as interpret, narrative and tabular reports; ability to communicate effectively orally.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social science, human services or resources, or other area of study structured to prepare individuals in the field of counseling; **OR**

(B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university, with at least 12 credit hours in any of the areas described in (A) above, **AND** two (2) years of full-time experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities.

NOTE: Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Title changed from "Employment and Training Counselor": 09/18/97
Revised: 09/18/97; xx/xx/xx

Anthony J. Picente, Jr
Oneida County Executive

John P. Talerico
Commissioner of Personnel

ONEIDA COUNTY DEPARTMENT OF PERSONNEL

County Office Building 800 Park Avenue Utica, New York 13501-2986
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net
Web site: www.ocgov.net

FN 20 16 - 49

January 4, 2016

Reviewed and Approved for submittal to the Oneida County Board of Legislators by

VICES

Anthony J. Picente, Jr.
County Executive

Date 1/7/16

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear County Executive Picente:

Attached for your review and approval is correspondence from Lucille Soldato, Commissioner of Social Services, requesting the creation of one (1) Senior Workforce Development Counselor position (Grade 25W, Step 1 $33,516) in the Employment Division, Cost Center 6014.

This function is currently contracted out to a service provider; however in order to be in compliance with the provisions of the Affordable Care Act, the duties of this function will need to be performed by an Oneida County employee.

The new full time position will perform a somewhat smaller caseload and will cover other caseloads as vacancies occur within the Department, as well as provide some supervisory duties.

The reimbursement rate for this position is 100% federally funded.

This action will require Board of Legislators approval.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Lucille Soldato, Commissioner of Social Services
County Attorney
Budget

75.

Anthony J. Picente Jr.
County Executive

Lucille A. Soldato
Commissioner

Oneida County Department of Social Services
Office of Commissioner Lucille A. Soldato
County Office Building
800 Park Ave.
Utica, NY 13501

December 28, 2015

John P. Talerico
Commissioner of Personnel
Oneida County
800 Park Ave.
Utica, NY 13501

Dear Commissioner Talerico:

I am requesting the creation of 1Senior Workforce Development Counselor.

This position would be assigned to the Employment Division.

The Senior Workforce Development Counselor will have a somewhat smaller caseload and will cover other caseloads as vacancies occur, as well as providing some supervisory duties.

These functions are presently contracted out to a service provider in the community however I have been advised by the County Attorney's office after a review of this contract that this function needs to be performed by Oneida County employees to comply with the provisions of the Affordable Care Act.

The caseload of this position will be approximately 100 cases each.

The reimbursement rate for the Senior Workforce Development Counselor position is 100% Federal.
The starting salary for this position is $33,516. 25W

If you concur with this request please forward to the County Executive and subsequently to the Board of Legislators for approval.

Sincerely,

Lucille Soldato, Commissioner

Cc: Donna Scholefield

Received
ONEIDA COUNTY
DEC 29 2015
PERSONNEL DEPARTMENT
Received

M6.

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: DRAFT

SENIOR WORKFORCE DEVELOPMENT COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position undertakes special assignments of an advanced nature, and has responsibility for performing more complex vocational guidance functions with individuals participating in various aspects of the Department of Social Services Workforce Development Program. Employees in this class work at a more advanced professional level and may be responsible for providing individual or group counseling and/or vocational guidance services to clients, who have more severe or complex personal, social, or vocational problems than those which can be addressed by Workforce Development Counselors. Incumbents in this position are responsible for overseeing the administration of vocational skills and/or needs, and the development of appropriate employability plans. The work is performed under general supervision of either a Senior Workforce Development Coordinator, or other agency administrator, with leeway allowed for more independence of action than that granted to Workforce Development Counselors. Supervision may be exercised over the work of Workforce Development Counselors. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating employability or training plans;

Formulates employability plans for participants of the program;

Aids clients in obtaining support services as need;

Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education;

Prepares a wide variety of records and reports;

Performs vocational guidance functions at an advanced level in areas where clients have special social, adjustmental, or personal problems which could affect program performance or success;

Trains Workforce Development Counselors in agency intake, eligibility determination, screening, interviewing, and vocational guidance techniques;

Assists Workforce Development Counselors to evaluate specific or difficult problems and devise solutions;

Develops needed community resources and maintains working relationships with community groups or programs dealing with Workforce Development and Social Services Programs;

May supervise a small group of Workforce Development Counselors, and other staff members, engaged in determining eligibility and formulating employability plans for delivery of agency supportive services related to recruitment, placement, and guidance;

May act as agency coordinator with other community service agencies such as social services, mental health, etc., to provide more comprehensive services to clients;

May carry out special projects in the areas of vocational research, study, and development;

May perform specialized follow-up visits to assist in evaluating guidance and program effectiveness related to training and/or job retention;

May act as a counseling team leader in the absence of a higher-level supervisor.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of training and educational programs; good knowledge of concepts related to cultural, environmental, and personal factors influencing the lives of persons who are economically disadvantaged, low income, or unemployed; good knowledge of interviewing and counseling practices and procedures; good knowledge of community organizations and human services agencies; good knowledge of services provided in a local Workforce Development Program; good knowledge of sources of occupational information related to vocational guidance, training, and placement; good knowledge of Federal, State, and local Workforce Development laws, rules, and regulations; ability to apply the knowledge of performance of duties; ability to evaluate client vocational interests and aptitudes; ability to communicate Workforce Development goals and services to individuals and groups to stimulate their interest; ability to plan and supervise the work of others; ability to work with clients in a variety of counseling and vocational guidance situations; ability to establish and maintain effective interpersonal relationships; ability to understand, interpret and prepare written material; tack and understanding.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social science, human services or resources, physical education, criminal justice or a related field of study, specifically structured to prepare individuals for work in the field of counseling, **AND** one (1) year of experience as a counselor, case-worker, employment interviewer, or other related position with similar duties and responsibilities; **OR**

(B) Satisfactory completion of a minimum of sixty (60) semester credit hours at a regionally accredited or New York State registered two-year college, with at least 12 credit hours in the areas described in (A) above, **AND** three (3) years of experience, as described in (A) above.

NOTE: Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will required access to transportation to meet field work requirements in a timely and efficient manner.

Title changed from "Senior Employment and Training Counselor": 09/18/97
Revised: 09/18/97; xx/xx/xx