



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

EXPEDITED COMMUNICATIONS FOR DISTRIBUTION FOR THE MARCH 10, 2021 MEETING

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

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Minority Leader

FN 20 21-041

February 26, 2021

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

WAYS & MEANS

RE: Final Approval of Consolidated Agricultural District # 4 to Include the Towns of Augusta, Vernon, Verona and the City of Sherrill

Honorable Members:

Attached is a packet of information for the final approval of the 8-year review of Oneida County Consolidated Agricultural District #4, now including the towns of Augusta, Vernon, Verona and the City of Sherrill.

It is recommended by the Oneida County Farmland Protection Board to modify the district to include 27,751.7 acres of farmland. As part of the County's plan to consolidate districts within the County, the boundaries of District #4 were modified to follow municipal boundaries of these towns and the attached documentation will show that this district has been restructured to better reflect geographic boundaries of common agricultural communities.

I respectfully request that this issue be considered by the Board at the meeting of **March 10, 2021**

Respectfully submitted,

Gerald J. Fiorini
Chairman of the Board of Legislators

Attachments





ONEIDA COUNTY FARMLAND PROTECTION BOARD



Brymer Humphreys, Chair

♦ Michael J. Cosgrove ♦ Roger Crary ♦ Andy Gale ♦ Paul Snider
Paul van Lieshout ♦ Marty Broccoli ♦ James J. Genovese II ♦ Kathy Pilbeam ♦ George Joseph

OC Farmland Protection Board Virtual Public Hearing

7:00 P.M. Wednesday February 24, 2021 Minutes

I. Call to order

Humphreys called the meeting to order at 7:08 PM.

II. Attendance

The following persons were present: Brymer Humphreys, Mike Cosgrove, Paul Snider, Paul van Lieshout, Kathy Pilbeam, Matt Pawlusik, Marty Broccoli, and Remi Link.

Guests: Keith Schiebel and Howard Regner

III. Approval of minutes from last meeting

Motion by Broccoli to approve November minutes as submitted. Second by Snider. Motion carried.

IV. Public Hearing for Agricultural District 4 – Humphreys open the public hearing for Agricultural District 4 at 7:10 P.M. and asked for any comments from the floor. Mr. Schiebel nor Mr. Regner had comments. Humphreys ask if there are any additional comments from the board. None submitted.

Motion to approve applications for District 4 by Cosgrove. Total number of acres to be submitted to the Board of Legislature for Agriculture District 4 is 27,751.7

Second by van Lieshout. Motion carried.

Motion by Broccoli to close the public hearing.

Second by Pawlusik. Motion carried.

Humphreys closed the floor at 7:12 P.M.

V. Board Terms – Three position to the Board are needed. Nominations for Humphreys and Snider were put forward.

Motion by Cosgrove to nominate and re-appoint Humphreys & Snider to the Board.

Second by van Lieshout. Motion carried.

Motion by Broccoli to nominate Bill Paddock to fill the vacant position left by Cassidy.

Second by van Lieshout. Motion carried.

VI. 2021 Open Enrollment Application – Pawlusik presented eight applications with maps for the 2021 Agricultural District Open Enrollment to the Board.

Motion by Cosgrove to approve the eight applications presented.

Second by van Lieshout. Motion carried.

VII. Solar Discussion – Broccoli informed the Board that he recently met with OC Planning Department to discuss the increasing solar array projects in the county. The Farmland Protection Board has drafted a letter on their position towards projects. Van Lieshout acknowledged while preserving farmland through the state Farmland Protection Implementation Programs, solar array incentives from the state seem to be in conflict with that preservation program. Discussion to incorporate into the letter on the solar position of the Board that they do not support using public funding on projects that are on prime farmlands. Link and Broccoli will work on the language and forward to the Board for approval.

Mr. Schiebel stated that Towns are struggling with this topic and are looking for guidance. He suggested that the topic of solar should be incorporated into the 2019 OC Agriculture Friendly Guide.

Link will work with Pawlusik on a solar section to update the guide. Once updated, this information can be shared with the Towns electronically and posted on the appropriate websites.

Mr. Regner provided his perspective on solar array projects. These projects can be a significant tool to aid in a farm's income stream. While agreeing that siting of these projects should be on under-utilized land, he states that sometimes locations of prime soils can be subjective to misconceptions. He referenced an example of soil that is classified as prime may not be if the soil depth is shallow because of bedrock. He urged the Board to be impartial.

VIII. Adjournment

Meeting adjourned at 8:02 PM.

NEXT MEETING: TBA 2021

ONEIDA COUNTY BOARD OF LEGISLATORS

RESOLUTION NO. 025

**INTRODUCED BY: Mr. D'Onofrio, Leach, Idzi, Rogers-Witt
2ND BY: Mr. Schieble**

RE: APPROVAL TO AMEND RESOLUTION #276 OF 2020 TO RE- SCHEDULE A PUBLIC HEARING FOR AGRICULTURAL DISTRICT #4 – TOWNS OF AUGUSTA, VERNON, VERONA AND THE CITY OF SHERRILL

WHEREAS, Agricultural District #4 in the Towns of Augusta, Vernon, Verona and the City of Sherrill was established pursuant to Article 25-AA of the Agriculture and Markets Law, and

WHEREAS, Under Section 303-a of the Agriculture and Markets Law, the County of Oneida is required to review a district eight years after its creation and every eight years thereafter, and

WHEREAS, The Oneida County Agricultural and Farmland Protection Board has completed its review of Agricultural District #4 and provided its report to the Oneida County Board of Legislators, and

WHEREAS, Pursuant to Section 303-1, a Public Hearing must now be held, now therefore, be it hereby

RESOLVED, That the Clerk of the Oneida County Board of Legislators be, and hereby is, authorized and directed to cause a notice to be published in the Utica Observer Dispatch and in the Rome Sentinel, and such notice shall be given to those municipalities whose territories encompass the District, in which will be stated the time, place and date of such public hearing, and it is further

RESOLVED, That said Public Hearing shall be held on Wednesday, February 24, 2021, at 7:00 p.m. at the Cornell Cooperative Extension of Oneida County, 121 Second Street, Oriskany, New York 13424.

DATED: February 11, 2021

Adopted by the following vote:
AYES 23 NAYS 0 ABSENT 0

ANTHONY J. PICENTE, JR.
County Executive



KEVIN M. GREEN
Director

ONEIDA COUNTY YOUTH BUREAU
County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501
Phone: (315) 798-5027 ♦ Fax: (315) 798-6438

February 16, 2021

FN 20 21-072

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

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente:

Attached for your review and approval is an Amendment to Resolution number 334 originally approved by the Oneida County Board of Legislators on November 12, 2020.

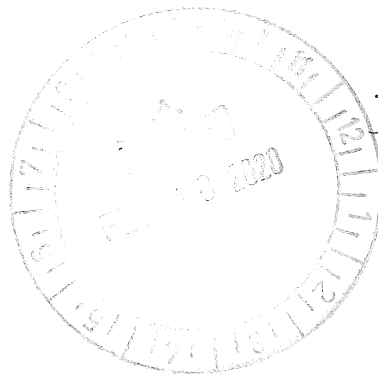
This Amendment is necessary as the New York State Office of Children and Family Services has allocated additional funds in the amount of \$54,162.00 resulting in a Resource Allocation Plan in the amount of \$295,865.00. The increased funding will provide support for Youth Development and Run Away and Homeless Youth programs serving Oneida County youth.

I am respectfully requesting your approval of this Amendment to Resolution number 334.

Very truly yours,

Kevin M. Green
Director

Attachment



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

Anthony J. Picente, Jr.
County Executive

Date 2-18-21

ONEIDA COUNTY BOARD OF LEGISLATORS

RESOLUTION NO.

INTRODUCED BY: Mme. Pratt, Mr. D’Onofrio

2ND BY: Mr. Davis

RE: APPROVAL OF AN AMENDMENT TO RESOLUTION NUMBER 334 ORIGINALLY APPROVED BY THE ONEIDA COUNTY BOARD OF LEGISLATORS NOVEMBER 12, 2020.

WHEREAS, This Board is in receipt of correspondence from Kevin Green, Director of the Oneida County Youth Bureau, requesting an amendment to Resolution 334 adopted by the Oneida County Board of Legislators on November 12, 2020 that approved the Youth Bureau’s Resource Allocation Plan for FY2020 in the amount of \$247,703.00, and

WHEREAS, An Amendment to Resolution 334 is necessary as the New York State Office of Children and Family Services has allocated additional funds for FY2020 in the amount of \$54,162.00, and

WHEREAS, Such Amendment to Resolution 334 of 2020 must be approved by the Oneida County Board of Legislators, now, therefore, be it hereby

RESOLVED, That the Oneida County Board of Legislators authorizes an Amendment to Resolution 334 of 2020 and approves a Resource Allocation Plan authorizing the distribution of funds in the amount of \$295,865.00, and it is further

RESOLVED, That Oneida County Executive, Anthony J. Picente, Jr., is hereby authorized to execute any and all documents related to the Oneida County Youth Bureau’s Resource Allocation Plan for FY2020, and it is further

RESOLVED, That Oneida County Executive, Anthony J. Picente, Jr., is hereby authorized to enter into agreements between Oneida County and various agencies and municipalities to disperse said funds.

APPROVED: Health and Human Services Committee ()
Ways and Means Committee ()

DATED:

Adopted by the following vote:
AYES NAYS ABSENT



ONEIDA COUNTY
DEPARTMENT OF PUBLIC WORKS
 George E. Carle Complex
 5999 Judd Road, Oriskany, NY 13424
 Phone: (315) 793-6235 Fax: (315) 768-6299

ANTHONY J. PICENTE JR.
 County Executive

MARK E. LARAMIE, P.E.
 Commissioner

March 1, 2021

EN 20 21-043

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

PUBLIC WORKS

WAYS & MEANS

Dear County Executive Picente,

On February 10, the Board of Legislators passed a resolution (Resolution 2021-023) concerning the acquisition of property along Middle Settlement Road (County Route 30) in the Town of New Hartford for purposes of highway reconstruction. The Resolution authorized "the County Executive to execute any agreements and any other documents necessary to acquire said real property." Unfortunately, although many of the required agreements would be covered by this authorization, the actual agreements necessary to purchase the properties in question would require execution by the Chairman of the Board of Legislators, not the County Executive.

Resolution 2021-023 will therefore need to be amended to add a provision authorizing the Chairman of the Board of Legislators to execute any agreements to acquire said real property, and for the County Executive to execute any agreements and any other documents necessary to assist in the acquisition of said real property.

If you concur, please forward a request to the Oneida County Board of Legislators for a resolution amending Resolution 2021-023 to include the language outlined above.

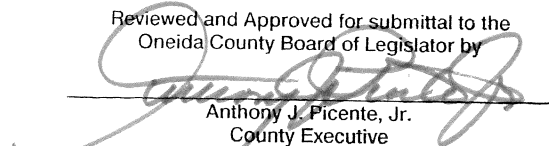
Thank you for your continued support.

Sincerely,


 Mark E. Laramie, P.E.
 Commissioner

cc: File



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

 Anthony J. Picente, Jr.
 County Executive
 Date 3-1-21



ONEIDA COUNTY
DEPARTMENT OF PUBLIC WORKS
George E. Carle Complex
5999 Judd Road, Oriskany, NY 13424
Phone: (315) 793-6235 Fax: (315) 768-6299

ANTHONY J. PICENTE JR.
County Executive

MARK E. LARAMIE, P.E.
Commissioner

EN 20 21-044

February 16, 2021

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

PUBLIC WORKS

WAYS & MEANS

Dear County Executive Picente,

The County intends to reconstruct the Marcy-SUNY IT Parkway (County Route 34) in the Town of Marcy and all work must comply with current design standards. Additional highway right-of-way is required to comply with environmental regulations, accommodate geometric improvements (eliminate sag vertical curve), and provide other safety improvements.

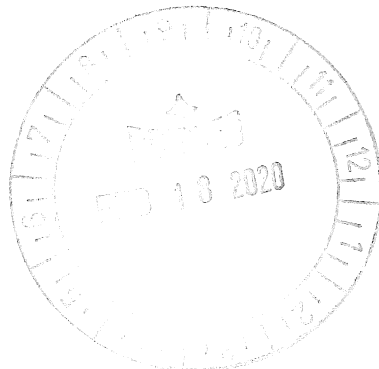
If you concur, please indicate so by your endorsement of this request and forward the same to the Oneida County Board of Legislators so that they may pass a resolution authorizing the County Attorney to perform any and all tasks necessary and appropriate to acquire said real property, including, but not limited to, the use of eminent domain proceedings to acquire title to the properties in question.

Thank you for your continued support.

Sincerely,

Mark E. Laramie, P.E.
Commissioner

cc: File



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

Anthony J. Picente, Jr.
County Executive

Date 2-18-21



ONEIDA COUNTY
DEPARTMENT OF PUBLIC WORKS
 George E. Carle Complex
 5999 Judd Road, Oriskany, NY 13424
 Phone: (315) 793-6235 Fax: (315) 768-6299

ANTHONY J. PICENTE JR.
 County Executive

MARK E. LARAMIE, P.E.
 Commissioner

February 16, 2021

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

FN 20 21-045

PUBLIC WORKS

WAYS & MEANS

Dear County Executive Picente,

Reconstruction of the Marcy-SUNY IT Parkway in the Town of Marcy is classified under the State Environmental Quality Review Act (SEQR) as a Type II action and requires completion of a Short Environmental Assessment Form (SEAF). The Oneida County Department of Public Works completed the enclosed SEAF and recommends a negative declaration.

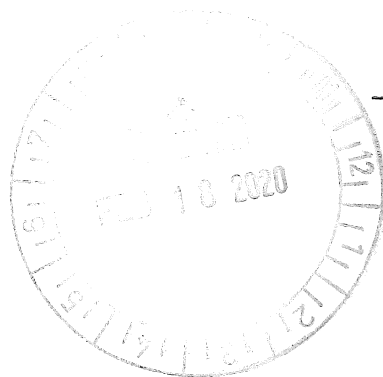
Please review the enclosed SEAF and if acceptable forward to the Oneida County Board of Legislators for their consideration. If the Board resolves that a negative declaration is warranted then please request execution of the SEAF by the Chairman of the Board and return of said form to my office for processing.

Thank you for your continued support.

Sincerely,

Mark E. Laramie, P.E.
 Commissioner

cc: File



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

Anthony J. Picente, Jr.
 County Executive

Date 2-18-21

Short Environmental Assessment Form

Part 1 - Project Information

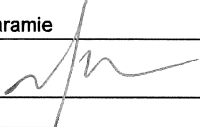
Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

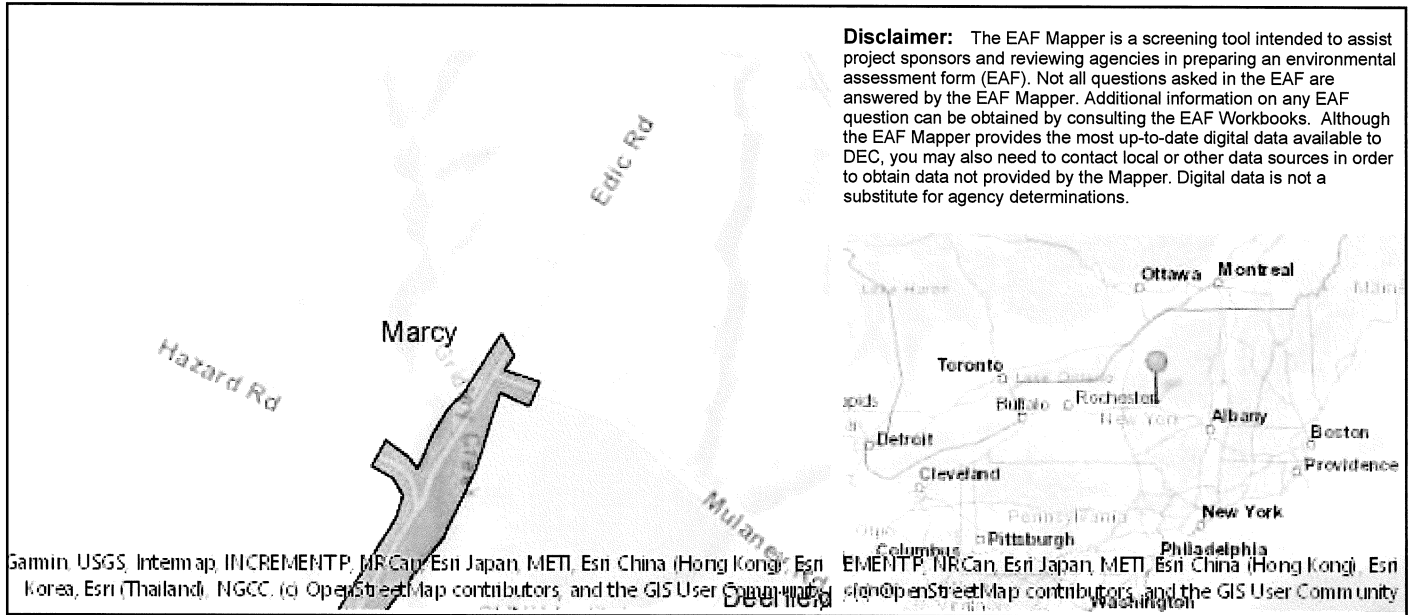
Part 1 – Project and Sponsor Information				
Name of Action or Project: Marcy - SUNY IT Parkway Reconstruction Project				
Project Location (describe, and attach a location map): The Project is located along Edic Road within the Town of Marcy, Oneida County (please see attached Project Location map).				
Brief Description of Proposed Action: The project is located on Edic Road from 1100 feet southwest of Hazard Road to 300 feet northeast of Mulaney Road in the Town of Marcy, Oneida County (see map). The proposed project includes road realignment and grading of Edic Road to offer safer and more efficient access to the newly developed Marcy Nanocenter Site. The reconstruction will include a realignment of Edic Road and Hazard Road to form a T-intersection. Edic Road will be raised in elevation between its intersections with Hazard Road and Mulaney Road to decrease the grade of road. This will allow for more sight distance for drivers along the road and at the intersections. Retaining walls will be constructed at various lengths along the reconstructed portions of Edic Road to allow the road's elevation to be raised while minimizing environmental impact.				
Name of Applicant or Sponsor: Mark Laramie, Oneida County Department of Public Works		Telephone: 315-793-6213 E-Mail: publicworks@ovgov.net		
Address: 5999 Judd Road				
City/PO: Oriskany		State: NY	Zip Code: 13424	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: USACE Nationwide Permit; NYSDEC Water Quality Certification			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		9.4 acres		
b. Total acreage to be physically disturbed?		6.1 acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		6.5 acres		
4. Check all land uses that occur on, are adjoining or near the proposed action:				
5. <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):				
<input type="checkbox"/> Parkland				

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
<p>The Project will include minor disturbance to Gridley Creek and adjacent wetlands and streams delineated within the Project Area. Anticipated impacts include 882 linear feet of streams and 0.093 acres of wetlands. The delineated water resources are assumed to be subject to Section 401/404 of the Clean Water Act. Gridley Creek (NYSDEC Class C) and the delineated streams and wetlands on site are not anticipated to be subject to NYSDEC Article 15 or 24 permits. All necessary permits will be obtained prior to the start of construction. Please see the attached Mapped Wetlands and Streams figure.</p>			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agricultural/grasslands <input checked="" type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stormwater will sheet flow off pavement into roadside ditches where it will be directed to cross culverts or outlet ditches and continue to Gridley Creek as it currently does today. At the proposed retaining walls, stormwater will be directed to roadside ditches and collected in a closed drainage system until safe discharge outside of the walled section of Edic Road.		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A pocket pond, approximately 9350 sq ft in size, will be installed on the east side of Edic Road across from the Edic Road/Hazard Road intersection within the berm. This pond will treat the water quality volume and attenuate the higher level storm events. A Stormwater Pollution Prevention Plan (SWPPP) will be developed for this project.		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: <u>Mark Laramie</u> Date: <u>01/07/2021</u>		
Signature: <u></u> Title: <u>Commissioner</u>		

PRINT FORM

18



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	Yes
Part 1 / Question 20 [Remediation Site]	No



Marcy-SUNY IT Parkway Reconstruction
 Town of Marcy, Oneida County, New York

Project Location

 Project Area

Notes: 1. Basemap: NYSDOP "2017" orthoimagery map service. 2. This map was generated in ArcMap on September 8, 2020. 3. This is a color graphic. Reproduction in grayscale may misrepresent the data.








Marcy-SUNY IT Parkway Reconstruction

Town of Marcy, Oneida County, New York

Mapped Wetlands and Streams

Notes: 1. Basemap: NYS DOP "2017" orthoimagery map service. 2. This map was generated in ArcMap on September 8, 2020. 3. This is a color graphic. Reproduction in grayscale may misrepresent the data.

NYSDEC Stream Classification

-  Class C or D Stream
-  NWI Mapped Wetland
-  NWI Riverine

 Project Area



www.edrdpc.com

Project:	Marcy-SUNY IT Parkway
Date:	2021

**Short Environmental Assessment Form
Part 2 - Impact Assessment**

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Project:	Marcy-SUNY IT Pkwy.
Date:	2021

**Short Environmental Assessment Form
Part 3 Determination of Significance**

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Please see the attached discussion for determination of significance.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Oneida County	
_____	_____
Name of Lead Agency	Date
Gerald J. Fiorini	Chairman of the Oneida County Board of Legislators
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	Mark E. Laramie, P.E.
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

17

Oneida County Department of Public Works

Marcy – SUNY IT Parkway Reconstruction Project

Short Environmental Assessment Form (SEAF), Part 3 Determination of Significance

Introduction

The Oneida County Department of Public Works (OCDPW) is both the Applicant, and serves as the Lead Agency, for the proposed Marcy – SUNY IT Parkway Reconstruction Project (the Project). Anticipated impacts associated with the Project have been summarized to assist with the OCDPW's environmental review as Lead Agency in accordance with the State Environmental Quality Review Act (SEQRA). This information builds upon, and is provided as a supplement to, Part 2 of the Short Environmental Assessment Form (SEAF) and serves as support for the Determination of Significance (Part 3 of the SEAF) in accordance with SEQRA. Part 3 of the SEAF includes the Applicant's position in response to the questions in Part 2 and is also based on information contained in Part 1 of the SEAF and the proposed Project plans. The OCDPW, as Lead Agency, is responsible for completing Parts 2 and 3 of the SEAF.

The Project is a necessary action to support the increased traffic anticipated as a result of the recently constructed Marcy Nanocenter, and to improve sight distance and driver safety along Edic Road and at the intersections with Hazard Road and Mulaney Road. The Project consists of the vertical and horizontal realignment and reconstruction of Edic Road and the Edic Road – Hazard Road intersection. Project activities have the potential to result in impacts to land use, water resources, and floodplains.

Land Use

The Project is reconstruction of an existing road, and therefore, in and of itself, does not represent a change in land use. However, the northeast corner of the Project Site at the Edic Road – Mulaney Road intersection is mapped as a county-adopted, State certified Agricultural District. The Project requires the acquisition of approximately 1,341 square feet (0.03 acre) of land within the Agricultural District. This minor acquisition is necessary to complete project activities within the existing transportation right-of-way (ROW). Existing land use within the acquisition area includes the existing transportation ROW and field edge communities and will not include any active agricultural lands.

Section 305 of the Agricultural Districts Law requires any state agency, public benefit corporation or local government which intends to acquire land or any interest therein within a state certified agricultural district to, under certain conditions, file a Final Notice of Intent with the Commissioner of Agriculture and Markets and with the County Agricultural and Farmland Protection Board. Such conditions include acquisition of land in excess of one acre on an actively operated farm, or in excess of ten acres within the district, or where the interested party intends to construct or advance public funds for the construction of dwellings, commercial, or industrial facilities, or water or sewer facilities to serve non-farm structures. Project acquisition within the adjacent agricultural district for the Marcy-SUNY IT Parkway Reconstruction Project is well under one acre and consistent with the requirements of the Agricultural Districts Law.

Therefore, the Project is anticipated to have no significant impact on land uses and the Agricultural District, and no further action is required.

Public Infrastructure

As a result of the newly constructed Marcy-Nanocenter building, the proposed Project is necessary in order to expand the roadway's capacity to hold higher levels of traffic and improve sight distances and driver safety. There will be no

sidewalks or bike paths constructed as part of the Project, but an expanded shoulder width will allow continued utilization by pedestrians and bicyclists.

Two existing underground water lines owned by the Mohawk Valley Water Authority are located at the Edic Road – Hazard Road intersection and will need to be relocated during Project construction. In addition, utility poles and overhead electric lines along Edic Road owned by National Grid will be relocated during Project construction. The Applicant has coordinated with the appropriate utility owners to meet all requirements and complete the necessary work, and the Project is expected to have no adverse impact on the public supply of water or electricity.

Water Resources

A stream and wetland delineation was conducted at the Project Site to identify the boundaries of water resources and inform Project design. Results of the delineation identified four wetlands within the Project Site, as well as six stream segments, including Gridley Creek, a New York State Department of Environmental Conservation (NYSDEC) class C stream. Other delineated features include previously unmapped ephemeral and intermittent streams. Project activities are not able to completely avoid water resources and will result in both temporary and permanent impacts to wetlands and streams within the Project Site, however, no direct permanent impacts are proposed to Gridley Creek. Temporary disturbance will occur during construction to replace underground municipal water lines. Any temporarily disturbed areas will be restored to pre-construction conditions upon completion of Project activities.

Permanent impacts include the loss of portions of certain delineated wetlands in order to complete the roadway realignment, as well as permanent channel realignment of several delineated intermittent or ephemeral streams. Portions of the delineated stream channels will be filled; however, waterflow and movement of aquatic organisms in these streams will be maintained through the installation of new culverts beneath the realigned roadway. Wetland and stream losses will not exceed 0.1 acre and will adhere to all applicable general and special conditions of Nationwide Permit #14 pursuant to Section 404 of the Clean Water Act, as well as the New York State Section 401 Water Quality Certification.

Based on this analysis, the Project will result in a series of small impacts on streams and wetlands within the Project Site, having the potential to cumulatively result in moderate impacts. However, because impacts are small in acreage, isolated to the Project Site, and will be conducted in accordance with all the resource protection requirements of an approved Nationwide Permit and Water Quality Certification, including compliance with the Project Stormwater Pollution Protection Plan (SWPPP) the overall impacts are therefore anticipated to be small (see additional discussion of the SWPPP below).

Floodplains and Stormwater

A portion of the Project Site occurs within a FEMA-designated Zone A (100-year floodplain) associated with Gridley Creek and the Project will include the placement of fill within the floodplain. A Local Floodplain Development Permit will be obtained from the Town of Marcy. The Project will not commence until all permits are acquired and project activities will adhere to all floodplain protection requirements.

As described above, the Project will include both horizontal and vertical realignment, and repaving of Edic Road and its intersections with Hazard Road and Mulaney Road. Changes in grade of the roadway may alter the flow of stormwater drainage patterns within the Project Site.

Stormwater will continue to be directed to established conveyance systems which include sheet flow off the pavement into roadside ditches where it will be directed to cross culverts or outlet ditches and continue to Gridley Creek as it

currently does under pre-construction conditions. It is anticipated that stormwater within the section of the Project Area where retaining walls will be required will be collected on the shoulder, along a curb line until it can be safely discharged outside the walled section of Edic Road. In addition, a pocket pond will be installed to treat the water quality and attenuate runoff quantities during higher-level storm events.

The Project will disturb more than one acre of land and is required to develop a SWPPP in compliance with the New York State Department of Environmental Conservation (NYSDEC) State Pollutant Discharge Elimination System (SPDES) General Permit. As noted above, the SWPPP will be developed prior to construction and will include best management practices to minimize erosion and stormwater impacts. Erosion and stormwater impacts will be minimized by the installation of the erosion and sediment control measures outlined in the SWPPP.

Due to the location of the Project within a 100-year floodplain, and the fact that the Project will disturb more than one acre of land, place fill within the mapped floodplain, and alter stormwater runoff characteristics, the Project has the potential to have a moderate impact on erosion, flooding, and drainage. However, because impacts will be adequately mitigated through upgrades to the existing stormwater conveyance system; the development of a SWPPP; and adherence to the SPDES General Permit and local floodplain development permit requirements; the Project is expected to result in only small and largely temporary impacts.

Environmental, Health, and Safety Hazards

A Hazardous Waste/Contaminated Materials Site Screening has been conducted in accordance with NYSDOT's Environmental Manual, Chapter 5, in order to document the likely presence or absence of hazardous/contaminated environmental conditions. Based on review of background data and a site walkover, there is a disposal pile located approximately 165 feet east of Edic Road and 500 feet south of Mulaney Road. Review of the design drawings indicates that the Project limits of disturbance may encroach upon the mapped disposal pile. A more detailed inspection and cleanup of the affected area will take place prior to the start of construction.

An asbestos screening has also been performed for the Project. Two locations within the Project Site were identified as potential concerns, including the water lines and black tar on the concrete joints of the Gridley Creek box culvert. However, the on-site inspection found no indication of asbestos on the culvert and coordination with the Mohawk Valley Water Authority indicated that the water lines within the Project Site were not comprised of asbestos-containing materials.

Based on this review, it has been determined that the Project will have no impact on hazards that may affect the environment or human safety.

Conclusion

Upon review of the information recorded in Parts 1, 2, and 3 of the SEAF, along with the environmental support studies and references listed below and information presented in the Project Plans, it is determined that when considering both the magnitude and importance of each identified potential impact, this Project will result in no significant adverse impacts to the environment. Therefore, a determination of non-significance (Negative Declaration) will be made by the Lead Agency, and preparation of an environmental impact statement is not required.

Environmental Support Studies & References

Federal Emergency Management Agency. 2020 FEMA Flood Map Service Center. Available at: <https://msc.fema.gov/portal/home>

New York State Department of Environmental Conservation. 2020. Environmental Resource Mapper. Available at: <https://gisservices.dec.ny.gov/gis/erm/>

New York State Department of Agriculture and Markets (NYSDAM). 2020. Agricultural Districts, Oneida County NY, 2019. Available at: <https://cugir.library.cornell.edu/catalog/cugir-007975>

New York State Office of Parks, Recreation, and Historic Preservation (NYSOPRHP). 2021. Cultural Resources Information System (CRIS). Available online at <http://cris.parks.ny.gov>.

New York State Office of Parks, Recreation, and Historic Preservation (NYSOPRHP). 2020. Response letter for Marcy – SUNY IT Parkway Reconstruction Project (NYSOPRHP project number 20PR06980). November 10, 2020.

Phase 1 Environmental Site Assessment and Hazardous Materials Technical Report, 2020. Prepared by OSPA Engineering Services, PC. September 2020.

Threatened & Endangered Species Habitat Assessment, 2020. Prepared by Environmental Design & Research, Landscape Architecture, Engineering, & Environmental Services, D.P.C. October 2020.

United States Department of the Interior, Fish and Wildlife Service (USFWS). 2020. Response letter for Marcy SUNY IT Parkway Reconstruction Project (obtained via Information, Planning, and Consultation [IPaC] System). October 13, 2020.

Wetland and Stream Delineation Report, 2020. Prepared by Environmental Design & Research, Landscape Architecture, Engineering, & Environmental Services, D.P.C. August 2020.



ONEIDA COUNTY BOARD OF ELECTIONS

Union Station ♦ 321 Main St. ♦ 3rd Floor
Utica, New York 13501
Fax: 315-798-6412

Democratic Deputy Commissioner
315-798-5761

Republican Deputy Commissioner
315-798-5764

Anthony J. Picente Jr.
County Executive

FN 20 21-046

February 25, 2021

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

GOVERNMENT OPERATIONS
WAYS & MEANS

Dear County Executive Picente:

Attached is a Temporary Use Agreement that requires both Board of Legislators action and your signature. This agreement, which is between Oneida County, through the Board of Elections, and the Clinton Central School District, provides for the school districts within Oneida County to utilize goods and services provided by the Board of Elections for local school elections.

We are respectfully requesting that this agreement for the Clinton Central School District be approved as a template for all school district agreements for 2021 -2022, with appropriate variations in content based upon the number of elections, optical scan machines, privacy booths and poll sites utilized by each district. The revenue to the County per poll site is \$750.00 per election for 2021 and \$800.00 per poll site for 2022. There is also an option for the year 2023 for one year and an option for the year 2024 for one year. The revenue to the County per poll site is \$850.00 per election for 2023. The revenue to the County per poll site is \$900.00 per election for 2024.

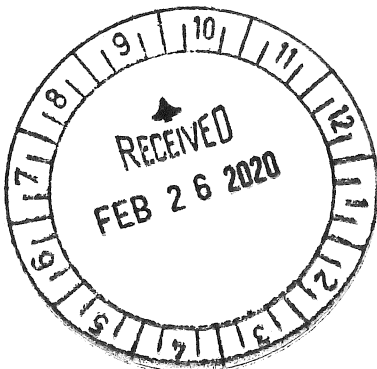
If you approve of this agreement, please indicate so by endorsing this letter and attachment and forwarding the same to the Board of Legislators for consideration at their next meeting. Should you have any questions, please feel free to contact the Board of Elections and speak with the Commissioners.

Thank you for your attention to this matter.

Sincerely,

Naysha M. LoMedico
Naysha M. LoMedico
Democratic Deputy Commissioner

Sharie Fiorini-Parsons
Sharie Fiorini-Parsons
Republican Deputy Commissioner



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

Anthony J. Picente Jr.
Anthony J. Picente, Jr.
County Executive
Date 2-26-21

Oneida Co. Department: Board of Elections

Competing Proposal	_____
Only Respondent	_____
Sole Source RFP	_____
Other	<u> X </u>

ONEIDA COUNTY BOARD OF LEGISLATORS

Name & Address of Vendor: Clinton Central School District
75 Chenango Avenue
Clinton, New York 133223

Title of Activity or Service: Temporary Use Agreement

Proposed Dates of Operation: January 1, 2021 to December 31, 2022

Client Population/Number to be served: N/A

Summary Statements

- 1) **Narrative Description of Proposed Services:** Temporary Use Agreement between the Oneida County Board of Elections and the Clinton Central School District for goods and/or services to be performed for School Elections. Initial two year term with options for 2023 and 2024 for one year each.
- 2) **Program/Service Objectives and Outcomes:** N/A
- 3) **Program Design and Staffing:** N/A

Total Funding Requested: \$1,550.00 per poll site **Revenue Account #A2215**

Oneida County Dept. Funding Recommendation: \$1,550.00 (REVENUE)

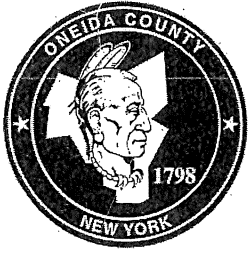
Proposed Funding Sources (Federal \$/ State \$/County \$): The School District

Cost Per Client Served: N/A

Past Performance Data: N/A

Mandated Service: No

O.C. Department Staff Comment: This agreement is proposed for Board approval as a master template for all 2021 -2022 School District Agreements, if needed. The equipment, supplies and services are paid for to the County by the school districts.



ONEIDA COUNTY BOARD OF ELECTIONS

Union Station ♦ 321 Main St. ♦ 3rd Floor
Utica, New York 13501
Fax: 315-798-6412

Democratic Deputy Commissioner
315-798-5761

Republican Deputy Commissioner
315-798-5764

Anthony J. Picente Jr.
County Executive

March 1, 2021

FN 20 21-047

Anthony J. Picente, Jr.
Oneida County Executive
Oneida County Office Building, 10th Floor
800 Park Avenue
Utica, New York 13501

GOVERNMENT OPERATIONS

WAYS & MEANS

Dear County Executive Picente:

Attached please find a poll site agreement for Mohawk Valley Community College for Early Voting for the 2021 and 2022 Primary and the General Elections. This agreement provides for the Board of Elections to use the Robert T. Jorgensen Center for Early Voting for a nine-day period before each of the elections, as provided by state law, in order to provide a location for voters to take advantage of Early Voting. We will pay Mohawk Valley Community College the sum of one hundred dollars (\$100.00) per day for each of the days of Early Voting, for a total of one thousand, eight hundred dollars (\$1,800.00) per year in 2021 and 2022. This agreement has options to renew for two additional one-year terms for the 2023 and 2024 elections.

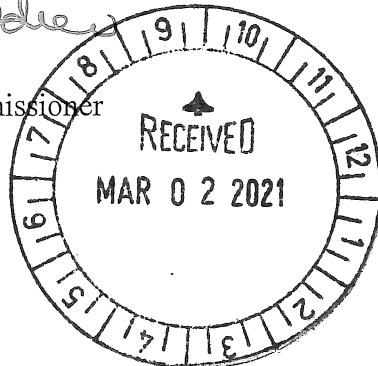
This will be one of the three Early Voting locations across the County and this agreement is proposed as the template for the remaining two agreements. If this agreement meets with your approval, please indicate so endorsing this letter and forwarding this agreement to the Board of Legislators for consideration at their next scheduled meeting.

Should you have any questions, please feel free to contact us at our office.

Thank you for your assistance in this matter.

Respectfully,

Naysha M. LoMedico
Naysha M. LoMedico
Democratic Deputy Commissioner



Sharie Fiorini-Parsons
Sharie Fiorini-Parsons
Republican Deputy Commissioner

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

Anthony J. Picente, Jr.
Anthony J. Picente, Jr.
County Executive

Date 3-2-21

Oneida Co. Department: Board of Elections

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

**ONEIDA COUNTY BOARD
OF LEGISLATORS**

Name & Address of Vendor: Mohawk Valley Community College
1101 Sherman Drive
Utica, New York 13501

Title of Activity or Service: 2021 - 2022 Early Voting Poll Site Agreement

Proposed Dates of Operation: January 1, 2021 – December 31, 2022

Client Population/Number to be Served: N/A

Summary Statements

- 1) **Narrative Description of Proposed Services:** Poll site agreement for use of premises by the Oneida County Board of Elections for Early Voting for the Primary and General Elections. The agreement includes the option to renew for two additional one-year terms for the 2023 and 2024 elections.
- 2) **Program/Service Objectives and Outcomes:** N/A
- 3) **Program Design and Staffing:** N/A

Total Funding Requested: \$3,600.00 **Account:** A1450.4951

Oneida County Dept. Funding Recommendation: \$3,600.00

Proposed Funding Sources (Federal \$/ State \$/County \$): 100% County

Cost Per Client Served: N/A

Past Performance Data: N/A

Mandated: Yes

O.C. Department Staff Comments: This agreement to be used as the template for all 2021-2022 Early Voting Agreements.

✓



ONEIDA COUNTY DIVISION OF BUDGET

ANTHONY J. PICENTE, JR.
County Executive
Thomas B. Keeler
Budget Director
TKeeler@ocgov.net

March 3, 2021

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

FN 20 21-048

PUBLIC SAFETY

WAYS & MEANS

Dear County Executive,


Oneida County has been notified of an award of program funding to support improving Counsel at Arraignment, Quality Improvement and Caseload Relief as per the Oneida County plan submitted to NYS Office of Indigent Legal Services (OILS). This award is for the second year of a five year distribution of funds for program support. Funds will provide services through the Office of the Public Defender – Criminal Division and Assigned Counsel. This grant is to help implement and the enactment of Statewide Expansion of Hurrell-Harring Settlement as per Executive Law Section 832 (4).

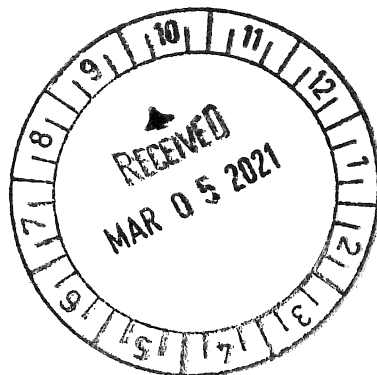
As stated above, this grant award is for the second year of five years, beginning April 1, 2018 through March 31, 2023. Total Funding for the five years is \$18,284,944.20, with the first year expenditures being budgeted at \$2,437,992.56. As of the date of this letter only the first two years of a five year budget process has been approved by the NYS Office of Indigent Legal Services (OILS). There is no County match required for this grant.

At this time, I respectfully request your approval of this award, and if you agree, please forward to the Board of Legislators for action at the next regularly scheduled meeting.

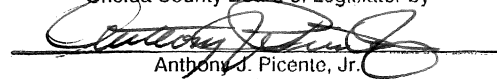
Thank you for your consideration.

Sincerely,


Thomas B. Keeler
Budget Director



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


Anthony J. Picente, Jr.
County Executive

Date 3-5-21

26

Oneida Co. Department: Budget

Competing Proposal	_____
Only Respondent	_____
Sole Source RFP	_____
Other	<u> X </u>

**ONEIDA COUNTY BOARD
OF LEGISLATORS**

Name & Address of Vendor: NYS Office of Indigent Legal Services
A.E. Smith Building, 11th Floor
80 South Swan Street
Albany, New York 12210

Title of Activity or Service: Indigent Defense Services (amendment)

Proposed Dates of Operation: April 1, 2018 to March 31, 2023

Client Population/Number to be Served: Oneida County residents

Summary Statements

1) Narrative Description of Proposed Services

The five-year grant is allocated for support for services in this state-mandated plan to provide legal representation for indigent parties, which was approved by the Board of Legislators on November 13, 2019 with the year one budget. This Amendment adds the year two budget.

2) Program/Service Objectives and Outcomes:

Funds will support improving Counsel at Arraignment, Quality Improvement and Caseload Relief.

3) Program Design and Staffing: N/A

Total Funding Requested: \$18,284,944.20 **Account #** A3021.03, A3201

Oneida County Dept. Funding Recommendation: \$18,284,944.20

Proposed Funding Sources (Federal \$/ State \$/County \$): Both State and County. The County receives the above state support for these services through the award of this five-year grant. County funds provide any additional operating expense.

Cost Per Client Served: N/A

Past Performance Data: N/A

O.C. Department Staff Comments: N/A

Mandated/Not Mandated: Mandated



ONEIDA COUNTY DEPARTMENT OF LAW

Oneida County Office Building

800 Park Avenue ♦ Utica, New York 13501-2975

(315) 798-5910 ♦ fax: (315) 798-5603 ♦ www.ocgov.net

Anthony J. Picente, Jr.
County Executive

Peter M. Rayhill
County Attorney

February 23, 2021

FN 20 21-049

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

GOVERNMENT OPERATIONS
WAYS & MEANS

Re: Continuation of Operations Plan

Dear County Executive Picente:

As you know, the state passed legislation under S8617B/A10832 that created New York State Labor Law § 27-c and amended certain provisions of Labor Law § 27-a and Education law. Essentially, this legislation requires that public employers adopt a continuation of operations plan in the event of the declaration of a public health emergency involving a communicable disease. The statute details what the plan must address. Attached for your review is the draft "continuation of operations plan" that is required by the above-referenced legislation that has been provided to the unions for comment in accordance with the statute. To date, only two (2) of the five (5) bargaining units have responded with comments, and I have responded to those comments satisfactorily.

Final plans must be published by April 1, 2021. The plan must be approved by the Board of Legislators, so I respectfully request that you forward them same to the Board and ask that they place it on the March 10, 2021 agenda.

Should you have any questions or concerns, I am available to discuss and your convenience, and will be available to advise the Board regarding the requirements of the legislation and answer any of their questions and concerns as well.

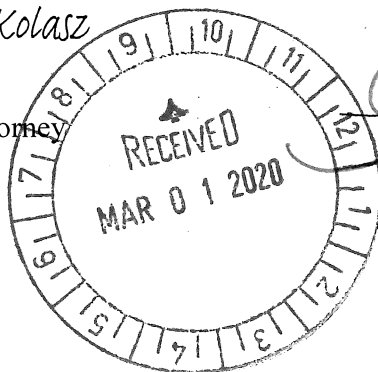
Thank you for your time and attention to this request.

Very truly yours,

Amanda Lynn Cortese-Kolasz

Amanda L. Cortese-Kolasz
Special Assistant County Attorney

Enclosure



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

Anthony J. Picente, Jr.
Anthony J. Picente, Jr.
County Executive

Date 2-26-21

**PUBLIC HEALTH EMERGENCY
PLAN FOR CONTINUOUS OPERATIONS
FOR
ONEIDA COUNTY**

January 11, 2021

*** This plan has been developed in accordance with New York State Legislation
S8617B/A10832 ***

DRAFT

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Promulgation

This plan has been developed in accordance with New York State Legislation S8617B/A10832. It has been developed with the input of CSEA Local 1000 AFSCME, AFL-CIO, the Oneida County Police Benevolent Association, Inc., the Oneida County Sheriff's Department Employees Local 1249, and the United Public Service Employees Union, as required by the amended New York State Labor Law.

Pursuant to New York Labor Law § 27-c(6), nothing contained herein is intended to impede, infringe, diminish or impair the rights of Oneida County or its employees under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved by the Oneida County Board of Legislators on [date] by Resolution number [res. No.].

****Note – as of 2/23/2021, there is current legislation pending that would amend certain provisions of New York Labor Law § 27-C. If approved, those amendments will require some amendment to the within policy.**

Record of Changes

Description of Change	Prepared by	Board of Legislators Approval Date and Resolution Number
Original Plan	Amanda L. Cortese-Kolasz, Special Assistant County Attorney	

DRAFT

I. Purpose, Scope, Situation Overview and Assumptions

A. Purpose

This Plan has been developed in accordance with the amended New York State Labor Law §§ 27-a and 27-c and New York State Education Law § 2801-a, as applicable. These statutes were amended by the passing of New York State Legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020 which require public employers to adopt a plan for continued operations in the event of a declared public health emergency involving a communicable disease. This Plan includes identification of essential positions as defined in New York State Labor Law § 27-c, facilitation of remote work for non-essential positions as defined in New York State Labor Law § 27-c, provision of personal protective equipment, and protocols for supporting contact tracing.

B. Scope

This Plan was developed exclusively for Oneida County. This Plan shall apply whenever the Governor of New York State declares a public health emergency involving a communicable disease that applies to Oneida County.

C. Situation Overview

The health and safety of Oneida County employees and contractors is crucial to maintaining mission essential functions. All employees and contractors are directed to follow any applicable Centers for Disease Control and Prevention (CDC) guidance applicable to any communicable disease whenever on site in Oneida County locations. Furthermore, all employees and contractors are encouraged to follow any applicable Centers for Disease Control and Prevention (CDC) guidance applicable to any communicable disease whenever on site in Oneida County locations.

D. Planning Assumptions

On March 11, 2020, the World Health Organization declared a world-wide pandemic for the novel coronavirus (COVID-19). This Plan has been developed based on information, best practices and guidance available as of the date of publication to largely reflect the circumstances of the COVID-19 pandemic, but is intended to be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this Plan:

- The health and safety of our employees and contractors, their families, and the public entering our buildings to access services is of utmost importance.
- The circumstances of a public health emergency may directly impact Oneida County operations.
- The impacts of a public health emergency require appropriate safety measures and may require adjustments to operations to maximize safety. This measure may take time to fully implement.
- Resource support from the federal or state government or other jurisdictions may be severely limited.

- Supply chains for critical items such as personal protective equipment (PPE), cleaning supplies, and technology items may be heavily impacted, resulting in considerable delays in procurement and delivery.
- The operations of other entities (vendors, contractors, non-profit service providers and other governmental agencies) may be impacted, causing delays or other disruptions in service delivery.
- Emergency measures and operational changes may require frequent adjustment based on the totality of the circumstances and impacts of the specific public health emergency, as well as guidance and direction from public health officials and the Governor.

II. Concept of Operations

The County Executive, or his designee, holds the authority to execute and direct the implementation of this Plan. Implementation, monitoring of operations and adjustments to Plan implementation shall occur at the discretion of the County Executive who shall maintain awareness of information, direction and guidance from public health officials and the Governor's office.

Upon a determination that implementation of this Plan is warranted, all employees and contractors of Oneida County shall be notified as soon as practicable, and additional updates will be provided on a regular basis. Residents of Oneida County shall be notified of any pertinent operational changes by way of local media and other press and information releases by the County by whatever means the County Executive shall direct.

Upon resolution of the public health emergency, the County Executive or his designee shall direct the resumption of normal operations or modified operations as deemed necessary.

III. Essential Functions

When public health emergencies disrupt normal operations, Oneida County is committed to ensuring that essential functions county government serves will be continued despite challenging circumstances. Essential functions are those that enable Oneida County to:

- Maintain the safety of employees, contractors and residents of Oneida County.
- Provide vital services.
- Provide services required by law.
- Sustain quality operations.

Oneida County has identified the critical functions that are required or necessary to provide vital and legally required services. When this Plan is activated, all other activities may be suspended at the discretion of the County Executive to enable the County to focus its efforts on providing the critical functions and building internal capabilities to manage the public health emergency, and to begin to increase and eventually restore normal operations. Appropriate communication with employees, contractors, Oneida County residents and other stakeholders will be an ongoing priority.

A. Essential Positions

Each essential function requires certain positions on-site to operate effectively. The Essential Positions table attached hereto as Appendix A identifies the positions or titles within each department (with percentages thereof where applicable) that are essential as defined in New York Labor Law § 27-c (must be on-site to perform the job). Note that while some functions and the associated personnel who perform them may be essential to County operations, some of these can be performed remotely and thus are deemed non-essential for purposes of this Plan.

IV. Reducing Risk Through Remote Work and Staggered and Alternate Shifts

By assigning certain staff to work remotely in whole or in part, and by staggering work shifts where possible, we can decrease density in our facilities and on public transportation.

A. Remote Work Protocols

Non-essential employees and contractors, pursuant to New York Labor Law § 27-c, are those individuals who can perform their duties off-site. Non-essential employees and contractors will be enabled to perform their duties off-site to the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely in whole or in part;
2. Approval and assignment of remote work;
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop;
 - b. Necessary peripheral items dependent upon job duties;
 - c. Reliable internet access;
 - d. Access to VPN and/or secure network drives;
 - e. Access to software and databases necessary to perform their duties (some may be controlled internally, some may be controlled by another entity);
 - f. A solution for telephone communications;
 - i. Phone lines may need to be forwarded to off-site staff.
4. Oneida County has *proposed*¹ the Oneida County Continuation of Operations Remote Work Policy, a copy of which is attached hereto as Appendix B, which outlines procedures departments and employees must follow to allow personnel to work remotely.

B. Staggered and Alternative Shifts

Implementation of staggered or alternative shifts may be possible for personnel performing duties that must be performed on-site but that may be performed outside of regular County business hours. Management will identify opportunities for staff to work outside of regular County business hours as a strategy of reducing density and limiting exposure. Regardless of changes in start and end times of shifts or of work days, Oneida County will ensure that employees are provided with their typical or contracted minimum work hours per week. These alternative work arrangements require:

¹ The Oneida County Continuation of Operations Remote Work Policy attached hereto is the proposed policy to each of the unions. The policy will have to be fully negotiated and adopted by the unions and the County. Once that is complete, the agreed upon version will be inserted.

1. Identification of positions for which work hours can be staggered;
2. Oneida County has *proposed*² the Oneida County Continuation of Operations Alternative Work Arrangements Policy, a copy of which is attached hereto as Appendix C, which outlines procedures departments and employees must follow to allow personnel to work alternative shifts or schedules.

V. Personal Protective Equipment

The use of PPE to reduce the spread of infectious disease is important in supporting the health and safety of Oneida County's employees and contractors. PPE which may be needed may include:

- Masks;
- Face shields;
- Gloves;
- Disposable gowns and aprons.
- Note that while cleaning supplies are not PPE, cleaning supplies used to sanitize surfaces, as well as hand soaps and hand sanitizers are necessary. The COVID-19 pandemic revealed that supply chains for these cleaning/sanitizing items were not able to keep up with the increased demand, and as such, Oneida County is including them in this section as necessary items to protect the health and safety of its employees and contractors.

Protocols for providing PPE include the following:

1. Identification of the needed PPE (types and quantities) based upon job duties and work locations.
2. Procurement of PPE
 - a. As specified in New York Labor Law § 27-c, Oneida County must be able to provide at least two (2) pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six (6) months.
 - b. Oneida County must mitigate supply chain disruptions to meet this minimum requirement.
3. Storage of, access to and monitoring of PPE stock
 - a. PPE must be stored in a manner that will prevent degradation.
 - b. Employees and contractors must have immediate access to PPE in the event of a public health emergency.
 - c. The supply of PPE must be regularly monitored to check and ensure integrity and to track usage rates and supply levels.

The required types and quantities of PPE for Oneida County have been identified by each county department, and are found in Appendix D attached hereto and made a part hereof. The Oneida County Department of Emergency Services (DES) has been tasked as the department to lead the efforts to procure, stockpile and distribute PPE to County departments.

1. DES shall work with County departments to identify and utilize grant funds when possible to source PPE.

² The Oneida County Continuation of Operations Alternative Work Arrangements Policy attached hereto is the proposed policy to each of the unions. The policy will have to be fully negotiated and adopted by the unions and the County. Once that is complete, the agreed upon version will be inserted.

2. Estimated burn rates shall be developed for each type of PPE to plan for appropriate quantities of PPE detailed in Appendix D.
3. DES shall log all PPE requests from departments, as well as PPE distributed.
4. DES shall maintain an inventory log that details the date of purchase of each item of PPE, the type and quantity, the funding source, and the distribution of PPE. PPE will be labeled based on funding source and intended distribution where required.
5. A piece of PPE shall not remain in stockpile beyond any noted expiration date or useful date, and in no event shall any piece of PPE remain in stockpile for more than five (5) years.
6. All stockpiled PPE shall be stored in primarily at Griffiss International Airport; a facility owned and maintained by the County. If additional storage space is needed, the County owns and maintains 120 Airline Street, Oriskany, New York and leases a storage facility located at 7019 E. Dominick Street, Rome, New York that can be utilized.

VI. Procurement of PPE, Technology, Software and Devices

During the COVID-19 Pandemic, the County purchased supplies from the following suppliers, who would be included on a list of potential suppliers for purchase of needed items in a public health emergency:

- Northern Safety
- Krimsom Products
- Nunns
- Divine Brothers
- Grainger
- Arlotts
- PWS Group
- IP Med Inc.
- Indium Corp of America
- Genesis Disposables LLC
- A & P Master Imaging

In addition to the above suppliers, the Purchasing Department will research preferred sources and piggybacking opportunities that may exist at any given time to add to its list of purchase resources.

If the County Executive declares a local state of emergency in the County, the Purchasing Director may seek the approval of the County Executive, Commissioner of Public Works and County Attorney to make emergency procurements. The circumstances at the time will be taken into consideration in determining the amount of competition that is practicable. For reasons of efficiency, the Purchasing Director may also authorize another individual to make these emergency procurements. Any such procurements shall be made in accordance with the provisions of the County's procurement policy. If a local state of emergency is declared (or continued) and the Governor also declares (or continues) a state of emergency or assistance is sought from the State by the County Executive, the County Executive may also issue an Executive Order (pursuant to Exec Law sect. 24 [g]) suspending the requirements of the county's procurement policy in order to more efficiently procure emergency supplies. Any such suspension shall require at least two public officials to approve any procurements.

In the event the County has reasonable notice that the supplies will be required, the County shall issue an invitation for bids and award the bid(s) to the lowest responsible bidder(s). The County shall not stockpile supplies on an ongoing basis other than the stock of PPE required herein, to avoid waste of taxpayer funds and deterioration of the supplies.

VII. Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document the exact work hours and work location(s) of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site work, including off-site/remote work assignment and off-site work visits. This information may be used by Oneida County to support internal contact tracing efforts and may be shared with public health officials as management deems necessary or appropriate. Employees will be required to contemporaneously document precise locations (onsite and offsite) and the precise hours at each location on a form issued by management and maintain the documentation for thirty (30) days from the date it is recorded. In the event that information is required for contact tracing efforts, the employee will be required to turn it over immediately to management.

VIII. Staff Exposures, Cleaning and Disinfection

A. Staff Exposures

Oneida County shall establish procedures to identify personnel who have tested positive for a communicable disease that is the subject of a public health emergency, identify personnel who have been exposed to a known case of communicable disease that is the subject of a public health emergency, and to conduct health screenings for symptoms of a communicable disease that is the subject of a public health emergency in order to prevent spread in the workplace and in the community at large. Such procedures shall be adapted to follow guidance issued by the CDC and New York State. Employees who are sick should not report to work and should follow usual protocol for calling in sick to the department.

1. Employees

a. Self-screening may occur at home or may occur at a designated area on a daily basis at the beginning of each employee's shift that minimizes exposure of a positively screening person to other employees and/or the general public. The screening process shall consist of questions and measurements (such as temperature reading) as recommended or required by the CDC or New York State.

i. If the screening occurs on-site, employees will enter the screening area one at a time and apply hand sanitizer upon entering.

ii. Each employee will respond to each screening question or measurement each day.

iii. If the screening occurs on-site, the County will provide any necessary equipment for required measurements, and the same shall be sanitized in between uses pursuant to any CDC recommendations.

iv. To protect the privacy of employees, the actual measurement(s) shall not be recorded. The only information that shall be recorded with regard to measurement(s) is whether the employee met the criteria or not.

- v. If the response to any of the screening questions is “yes” or if the measurement(s) criteria indicate risk, the employee will immediately inform the appropriate supervisor and will not be allowed to report to work. The employee may be referred for further assessment as deemed appropriate by the County.
2. Symptomatic employees and contractors shall remain home and/or shall be sent home immediately upon onset of symptoms on-site. Employees may use available leave banks, or other state or federal mandated leave entitlements he/she may be entitled to. Employees who have exhausted all available leave entitlements shall be authorized to remain on leave without pay without penalty until such time as he/she is cleared to return to work.
 - a. Any employee or contractor placed under mandatory or precautionary isolation or quarantine by the County health department or a licensed healthcare provider shall remain out of work until the conclusion of the period of isolation or quarantine, unless that person meets the criteria for return to work during isolation or quarantine issued by the New York State Health Department and Oneida County explicitly approves of his/her return to work under those conditions in its sole discretion. In the event said criteria are met, such employees and contractors must strictly adhere to all New York State Health Department, CDC, and Oneida County guidelines and procedures, which may include enhanced monitoring and/or precautions in the workplace as required or recommended by New York State and/or the CDC, to limit contact with others in order to prevent the spread of communicable disease to employees, contractors and the general public.
 1. A negative test subsequent to a positive test shall not change or limit an individual’s isolation or quarantine status unless Federal and State authorities have indicated that it does.
3. Each department shall screen and document any visitors, contractors or other non-department staff who come into the buildings, and shall obtain contact information for those individuals on a Check-In Log, in a form substantially similar to that which is attached hereto as Appendix E. The department shall provide the Check-In Log to the Oneida County Health Department for follow up contact tracing upon request.

B. Cleaning and Disinfecting

CDC/public health guidelines shall be strictly followed for cleaning and disinfection of surfaces/areas. Protocols shall include:

1. Employees and contractors shall clean and disinfect their own workspaces minimally at the beginning, middle and end of each shift using the cleaning supplies and instructions provided by the County that meet Environmental Protection Agency (EPA) criteria for use against the communicable disease in question, are appropriate for the particular surface and ensure safe and effective use of the product(s).
 - a. High traffic/high touch areas of an employee or contractor’s workspace, and those areas which are accessible to the public shall be cleaned and disinfected by the employee or contractor at least hourly using the cleaning supplies and instructions provided by the County that meet EPA criteria for use against the communicable disease in question, are appropriate for the particular surface and ensure safe and effective use of the product(s).

2. High traffic/high touch areas that are not within an employee or contractor's individual workspace shall be cleaned and disinfected by Buildings and Grounds or its designee at least hourly using the cleaning supplies and instructions provided or approved by the County that meet EPA criteria for use against the communicable disease in question, are appropriate for the particular surface and ensure safe and effective use of the product(s).
 - a. Individuals tasked with cleaning and disinfecting these areas shall be issued and required to wear PPE appropriate to the task.
3. When an employee or contractor who works on-site has been placed on precautionary quarantine:
 - a. The department shall close off the workstation and inform the Deputy Commissioner of Public Works for Buildings and Grounds of the location of the workstation.
 - b. Buildings and Grounds, or its designee, shall clean and disinfect the workstation and all common surfaces in the area after regular work hours in accordance with appropriate guidelines.
4. When an employee or contractor who works on-site has been diagnosed with a confirmed case of a communicable disease that is the subject of a public health emergency:
 - a. The department shall:
 - i. Close the office area that the employee or contractor has been working in.
 - ii. Send the confirmed positive employee or contractor home immediately if he/she is on-site at the time of notification of positive test.
 - iii. Interview the confirmed positive employee or contractor immediately, via telephone or other electronic means, to identify any and all close or proximate contacts of the individual in the workplace and forward the same to the Oneida County Health Department.
 - iv. Send any identified close contacts home to await further instruction from the Oneida County Health Department.
 - v. Close all common breakrooms used by the confirmed positive individual.
 - vi. Inform the Deputy Commissioner of Public Works for Buildings and Grounds of the location of the workstation and common breakrooms used by the confirmed positive individual.
 - vii. Provide the Check-In Log to the Oneida County Health Department for follow up contact tracing.
 - b. Buildings and Grounds, or its designee, shall:
 - i. Close the restroom on the affected floor if there are alternative restrooms in the building that can be utilized.
 - ii. Clean and disinfect the workstation, any and all other locations the positive individual had been in, and all common surfaces in the affected areas after regular work hours in accordance with appropriate guidelines.

IX. Employee Leave

Oneida County employees will not be charged leave time for reasonable amounts of time taken to be tested for a communicable disease that is the subject of a public health emergency.

Oneida County may, at its discretion and in accordance with negotiated memoranda of agreement with its collective bargaining units, provide paid leave benefits in addition to those which are provided for in the collective bargaining agreements and/or Oneida County Personnel Rules in response to a public health emergency involving a communicable disease. In addition to any additional leave benefits that Oneida County may provide, it will comply with any leave requirements set by federal or state law, rule, regulation or executive order.

Contractors and vendors of Oneida county are not classified as employees of Oneida County and shall not be entitled to any paid leave benefits provided by Oneida County unless required by law.

X. Housing for Essential Employees

There are circumstances within a public health emergency involving a communicable disease when it may be prudent to have essential employees lodged in such a manner that will prevent the spread of the subject communicable disease to protect those employees from potential exposures, to ultimately protect the health and safety of those employees and ensure continuous operations of essential functions.

Oneida County will work with local hotels and like facilities to secure lodging for essential employees if it becomes necessary.

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Appendix A

DRAFT

ESSENTIAL POSITIONS TABLE

**Note – where there is only 1 person holding a title and there is an essential/non-essential percentage split, it is anticipated that that individual would work some on-site/offsite rotating schedule based on specific needs each day. Where there is more than one person holding a title and there is an essential/non-essential percentage split, it is anticipated that that employees in that title would be scheduled in some on-site/offsite rotating schedule.*

AVIATION

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Commissioner	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Deputy Commissioner	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Superintendent of Airport Maintenance	2	100%	-0-	Job duties require employee to be physically present.
Airport Heavy Equipment Operator	1	100%	-0-	Job duties require employee to be physically present.
Airport Maintenance Worker	12	100%	-0-	Job duties require employee to be physically present.
Building Maintenance Mechanic	2	100%	-0-	Job duties require employee to be physically present.

Airport Maintenance Supervisor	2	100%	-0-	Job duties require employee to be physically present.
Accounting Supervisor	2	20%	80%	Some job duties require employee to be physically present, others can be performed remotely.
Superintendent of Buildings and Grounds	1	100%	-0-	Job duties require employee to be physically present.
Principal Account Clerk	1	80%	20%	Some job duties require employee to be physically present, others can be performed remotely.
Heavy Equipment Mechanic	1	100%	-0-	Job duties require employee to be physically present.
Heavy Equipment Mechanic Supervisor	1	100%	-0-	Job duties require employee to be physically present.
Automotive Mechanic	1	100%	-0-	Job duties require employee to be physically present.
Secretary to Commissioner	1	100%	-0-	Must be onsite to take incoming phone calls and distribute incoming mail.

BOARD OF ELECTIONS

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Election Commissioner	2	100%	-0-	Much of the documentation required to perform job duties is either in hardcopy format, and cannot be removed from the Board of Elections offices, or is in a digital format on a state-connected computer system that cannot be accessed remotely.

Deputy Election Commissioner	2	100%	-0-	Much of the documentation required to perform job duties is either in hardcopy format, and cannot be removed from the Board of Elections offices, or is in a digital format on a state-connected computer system that cannot be accessed remotely.
Principal Clerk	5	100%	-0-	Much of the documentation required to perform job duties is either in hardcopy format, and cannot be removed from the Board of Elections offices, or is in a digital format on a state-connected computer system that cannot be accessed remotely.
Computer Programmer	5	100%	-0-	Job duties revolve around working on, programming and updating voting machines and other equipment, and cannot be performed remotely.

BOARD OF LEGISLATORS

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Chairman	1	50%	50%	Certain duties can be performed remotely and certain duties require employee to be present onsite.
Clerk	1	50%	50%	Certain duties can be performed remotely and certain duties require employee to be present onsite.
Deputy Clerk	1	50%	50%	Certain duties can be performed remotely and certain duties require employee to be present onsite.
Legislative Analyst	2	50%	50%	Certain duties can be performed remotely and certain duties require employee to be present onsite.

Secretary	1	100%	-0-	Must be onsite to take incoming phone calls and distribute incoming mail.
Director of Workers' Compensation	1	50%	50%	Certain duties can be performed remotely and certain duties require employee to be present onsite.

BUDGET

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department. Constant monitoring and adjustment of budget lines may be necessary
Budget Analyst	1	-0-	100%	N/A
Assigned Counsel Plan Administrator	.5	-0-	100%	N/A
Administrative Assistant	1	90%	10%	A small portion of duties can be performed remotely, but must primarily be onsite to take income phone calls and receive incoming mail.

COMPTROLLER

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Comptroller	1	50%	50%	Department heads are required to be on site to assist in coordination of emergency response and continue complete oversight of the department.
Deputy Comptroller	1	40%	60%	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Deputy Comptroller – Administration	1	40%	60%	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Secretary To Comptroller	1	100%	-0-	Must be onsite to take incoming phone calls and distribute incoming mail.
Director of Administrative Services	1	60%	40%	Must be onsite most days for payroll processing, access to paperwork and to supervise staff.
Senior Payroll Clerk	2	75%	25%	Must be onsite most days for payroll processing, access to paperwork and to assist County employees in person and by phone.
Auditor III	1	70%	30%	Must be onsite most days for access to paperwork and banking information as well as interact with Payroll and Finance.
Auditor II	2	50%	50%	Must be onsite most days for access to paperwork, to interact with Finance, to audit capital vouchers, to submit EFC claims and interact with departments.

Disbursements Officer	1	100%	-0-	Must be onsite daily for access to vouchers and scanner.
Principal Account Clerk	1	100%	-0-	Must be onsite daily for access to vouchers, scanner, check stock and printer.

COUNTY CLERK

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
County Clerk	1	100%	-0-	Department heads are required to be on site to assist in coordination of emergency response and continue complete oversight of the department.
Secretary to County Clerk	1	100%	-0-	Must be onsite to take incoming phone calls and distribute incoming mail.
First Deputy County Clerk	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Deputy County Clerk	4	100%	-0-	Job duties are primarily direct customer service to the public.
Senior Clerk	5	100%	-0-	Job duties are primarily direct customer service to the public.
Clerk	2	100%	-0-	Job duties are primarily direct customer service to the public.
Map Room Clerk	1	100%	-0-	Job duties are primarily direct customer service to the public.
Motor Vehicle Supervisor	1	100%	-0-	Job duties are primarily direct customer service to the public.
Assistant Motor Vehicle Supervisor	4	100%	-0-	Job duties are primarily direct customer service to the public.

Principal Clerk	1	100%	-0-	Job duties are primarily direct customer service to the public.
Senior Motor Vehicle Representative	2	100%	-0-	Job duties are primarily direct customer service to the public.
Motor Vehicle Representative	18	100%	-0-	Job duties are primarily direct customer service to the public.

COUNTY EXECUTIVE

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
County Executive	1	100%	-0-	Chief Executive Officer for the County. Has primary responsibility for day-to-day management of County affairs, response to a public health emergency and implementation of this plan.
Chief of Staff	1	100%	-0-	Has responsibility for direct oversight and implementation of portions of the emergency response as delegated by the County Executive.
Director of Economic Development	1	100%	-0-	Has responsibility for direct oversight and implementation of portions of the emergency response as delegated by the County Executive.
Secretary to County Executive	1	100%	-0-	Has responsibility for direct oversight and implementation of portions of the emergency response as delegated by the County Executive.
Assistant to County Executive	1	100%	-0-	Has responsibility for direct oversight and implementation of portions of the emergency response as delegated by the County Executive.

Community Services Coordinator	1	100%	-0-	Has responsibility for direct oversight and implementation of portions of the emergency response as delegated by the County Executive.
Assistant Secretary to County Executive	1	100%	-0-	Has responsibility for direct oversight and implementation of portions of the emergency response as delegated by the County Executive.

DEPARTMENT OF FAMILY AND COMMUNITY SERVICES – OFFICE FOR THE AGING

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director of Aging Services	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Principal Accounting Supervisor	1	100%	-0-	Must have direct supervision and oversight of subordinate employees. Majority of duties require onsite access to office equipment.
Senior Administrative Assistant	1	100%	-0-	Must have direct supervision and oversight of subordinate employees. Majority of duties require onsite access to office equipment.
Administrative Assistant	1	100%	-0-	Majority of duties require onsite access to office equipment.
Program Analyst	1	100%	-0-	Must have direct supervision and oversight of program. Majority of duties require onsite access to office equipment.
Aging Services Coordinator	4	50%	50%	2 must have direct supervision and oversight of services each day. Majority of duties require onsite access to office equipment that can be done on a rotating basis.

Aging Services Supervisor	3	100%	-0-	Must have direct supervision and oversight of program. Majority of duties require onsite access to office equipment.
Finance Administrative Officer	1	100%	-0-	Majority of duties require onsite access to office equipment.
Nutrition Services Coordinator	1	100%	-0-	Must have direct supervision and oversight of program. Majority of duties require onsite access to office equipment.
Case Manager	15	80%	20%	A small portion of the duties can be performed remotely, while the majority require direct client interaction or onsite performance.
Senior Clerk	4	100%	-0-	Majority of duties require onsite access to office equipment.
Aging Services Aide	1	100%	-0-	Majority of duties require onsite access to office equipment.
Medical Worker	2	100%	-0-	Majority of duties require onsite access to office equipment.
Nurse Coordinator	2	100%	-0-	Must have direct supervision and oversight of program. Majority of duties require onsite access to office equipment.
Outreach Worker	1	100%	-0-	Majority of duties require onsite access to office equipment.
Office of Continuing Care Program Nurse	5	100%	-0-	Must have direct supervision and oversight of program. Majority of duties require onsite access to office equipment.
Aging Services Program Administrator	1	100%	-0-	Must have direct supervision and oversight of program. Majority of duties require onsite access to office equipment.
Data Processing Clerk	1	100%	-0-	Majority of duties require onsite access to office equipment.

DEPARTMENT OF FAMILY AND COMMUNITY SERVICES – SOCIAL SERVICES

Administration

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Commissioner	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Deputy Commissioner	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Deputy Commissioner – Administration	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Deputy Commissioner – Finance	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Staff Development Supervisor	1	100%	-0-	Duties require direct contact with other DFCS staff and community members. Regulatory Requirements limit the ability to remove documentation critical to daily functions from the office and they are not readily accessible in a digital/virtual format.
Program Coordinator	4	100%	-0-	Duties require direct contact with other DFCS staff and community members. Regulatory Requirements limit the ability to remove documentation critical to daily functions from

				the office and they are not readily accessible in a digital/virtual format.
Program Analyst	1	100%	-0-	Duties require direct contact with other DFCS staff and community members. Regulatory Requirements limit the ability to remove documentation critical to daily functions from the office and they are not readily accessible in a digital/virtual format.
Senior Administrative Assistant	3	100%	-0-	Duties require direct contact with other DFCS staff and community members. Regulatory Requirements limit the ability to remove documentation critical to daily functions from the office and they are not readily accessible in a digital/virtual format.
Secretary to Commissioner	1	100%	-0-	Duties require direct contact with other DFCS staff and community members. Regulatory Requirements limit the ability to remove documentation critical to daily functions from the office and they are not readily accessible in a digital/virtual format.
Administrative Assistant	1	100%	-0-	Duties require direct contact with other DFCS staff and community members. Regulatory Requirements limit the ability to remove documentation critical to daily functions from the office and they are not readily accessible in a digital/virtual format.
Principal Clerk	1	100%	-0-	Duties require direct contact with other DFCS staff and community members. Regulatory Requirements limit the ability to remove documentation critical to daily functions from the office and they are not readily accessible in a digital/virtual format.

Child Support Unit

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Child Support Unit Supervisor	1	100%	-0-	Must provide direct management and supervision for all subordinate staff who are on site.
Child Support Unit Supervisor Assistant	1	100%	-0-	Must provide direct management and supervision for all subordinate staff who are on site.
Supervising Support Investigator	3	100%	-0-	Staff must regularly use desktop systems (phones and computers) to perform tasks. The department does not have adequate devices to allow for remote work.
Confidential Support Investigator	5	100%	-0-	Staff must regularly use desktop systems (phones and computers) to perform tasks. The department does not have adequate devices to allow for remote work.
Senior Support Investigator	8	100%	-0-	Staff must regularly use desktop systems (phones and computers) to perform tasks. The department does not have adequate devices to allow for remote work.
Support Investigator	10	100%	-0-	Staff must regularly use desktop systems (phones and computers) to perform tasks. The department does not have adequate devices to allow for remote work.
Accounting Supervisor	2	100%	-0-	Staff must regularly use desktop systems (phones and computers) to perform tasks. The department does not have adequate devices to allow for remote work.
Principal Account Clerk	5	100%	-0-	Staff must regularly use desktop systems (phones and computers) to perform tasks. The

				department does not have adequate devices to allow for remote work.
Principal Clerk	2	100%	-0-	Staff must regularly use desktop systems (phones and computers) to perform tasks. The department does not have adequate devices to allow for remote work.
Senior Account Clerk	3	100%	-0-	Must be present to handle incoming files and documents, and to scan the same. Staff must regularly use desktop systems (phones and computers) to perform tasks. The department does not have adequate devices to allow for remote work.
Senior Clerk	1	100%	-0-	Staff must regularly use desktop systems (phones and computers) to perform tasks. The department does not have adequate devices to allow for remote work.
Account Clerk	1	100%	-0-	Staff must regularly use desktop systems (phones and computers) to perform tasks. The department does not have adequate devices to allow for remote work.
Account Clerk-Typist	1	100%	-0-	Must be present to handle incoming files and documents, and to scan the same. DMV and CLEAR Searches must to be done from specifically designated location per the clearance agreements for those systems.

Day Care

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Principal Social Welfare Examiner	1	100%	-0-	Must be onsite to execute duties in accordance regulations.
Senior Social Welfare Examiner	2	100%	-0-	Must be onsite to execute duties in accordance regulations.
Social Welfare Examiner	4	100%	-0-	Must be onsite to execute duties in accordance regulations.
Community Service Worker	1	100%	-0-	Must be onsite to execute duties in accordance regulations.

Employment

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director of Employment Services	1	100%	-0-	Must be onsite to execute duties in accordance regulations.
Case Supervisor – Grade B	1	100%	-0-	Must be onsite to execute duties in accordance regulations.
Senior Workforce Development Coordinator	1	100%	-0-	Must be onsite to execute duties in accordance regulations.

Workforce Development Counselor	9	100%	-0-	Must be onsite to execute duties in accordance regulations.
Community Service Worker	1	100%	-0-	Must be onsite to execute duties in accordance regulations.
Principal Clerk	1	100%	-0-	Must be onsite to execute duties in accordance regulations.
Senior Clerk	1	100%	-0-	Must be onsite to execute duties in accordance regulations.
Clerk	1	100%	-0-	Must be onsite to execute duties in accordance regulations.

Income Maintenance

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director of Income Maintenance	1	100%	-0-	The County currently has insufficient technology to allow remote access to necessary outside systems to allow employees in this division to perform work remotely. In addition, regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. The County would be unable to ensure that telephone interviews that are highly confidential are conducted privately in an employee's home. Regulations require certain interviews to be conducted face-to-face.
Assistant Director of Income Maintenance	1	100%	-0-	The County currently has insufficient technology to allow remote access to necessary outside systems to allow employees in this division to perform work remotely. In addition,

				regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. The County would be unable to ensure that telephone interviews that are highly confidential are conducted privately in an employee's home. Regulations require certain interviews to be conducted face-to-face.
Chief Social Welfare Examiner	2	100%	-0-	The County currently has insufficient technology to allow remote access to necessary outside systems to allow employees in this division to perform work remotely. In addition, regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. The County would be unable to ensure that telephone interviews that are highly confidential are conducted privately in an employee's home. Regulations require certain interviews to be conducted face-to-face.
Head Social Welfare Examiner	5	100%	-0-	The County currently has insufficient technology to allow remote access to necessary outside systems to allow employees in this division to perform work remotely. In addition, regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. The County would be unable to ensure that telephone interviews that are highly confidential are conducted privately in an employee's home. Regulations require certain interviews to be conducted face-to-face.
Principal Social Welfare Examiner	13	100%	-0-	The County currently has insufficient technology to allow remote access to necessary outside systems to allow employees in this division to perform work remotely. In addition,

				regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. The County would be unable to ensure that telephone interviews that are highly confidential are conducted privately in an employee's home. Regulations require certain interviews to be conducted face-to-face.
Senior Social Welfare Examiner	31	100%	-0-	The County currently has insufficient technology to allow remote access to necessary outside systems to allow employees in this division to perform work remotely. In addition, regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. The County would be unable to ensure that telephone interviews that are highly confidential are conducted privately in an employee's home. Regulations require certain interviews to be conducted face-to-face.
Social Welfare Examiner	64	100%	-0-	The County currently has insufficient technology to allow remote access to necessary outside systems to allow employees in this division to perform work remotely. In addition, regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. The County would be unable to ensure that telephone interviews that are highly confidential are conducted privately in an employee's home. Regulations require certain interviews to be conducted face-to-face.
Social Welfare Examiner – Spanish	1	100%	-0-	The County currently has insufficient technology to allow remote access to necessary outside systems to allow employees in this division to perform work remotely. In addition,

				regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. The County would be unable to ensure that telephone interviews that are highly confidential are conducted privately in an employee's home. Regulations require certain interviews to be conducted face-to-face.
Substance Abuse Evaluator	2	100%	-0-	The County currently has insufficient technology to allow remote access to necessary outside systems to allow employees in this division to perform work remotely. In addition, regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. The County would be unable to ensure that telephone interviews that are highly confidential are conducted privately in an employee's home. Regulations require certain interviews to be conducted face-to-face.
Senior Administrative Assistant	1	100%	-0-	Support staff need to be present onsite to answer phone calls, handle incoming documents and paper files, and scan items.
Principal Clerk	2	100%	-0-	Support staff need to be present onsite to answer phone calls, handle incoming documents and paper files, and scan items.
Senior Account Clerk	1	100%	-0-	Support staff need to be present onsite to answer phone calls, handle incoming documents and paper files, and scan items.
Community Service Worker	13	100%	-0-	Support staff need to be present onsite to answer phone calls, handle incoming documents and paper files, and scan items.
Clerk	5	100%	-0-	Support staff need to be present onsite to answer phone calls, handle incoming documents and paper files, and scan items.

Medicaid

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Chief Social Welfare Examiner	1	100%	-0-	Must provide direct management and supervision for all subordinate staff who are on site.
Managed Care Supervisor	1	100%	-0-	Must provide direct management and supervision for all subordinate staff who are on site.
Principal Social Welfare Examiner	1	100%	-0-	Must provide direct management and supervision for all subordinate staff who are on site.
Senior Social Welfare Examiner	7	100%	-0-	Must handle paper applications and documentation. Regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. Documents are highly confidential.
Social Welfare Examiner	8	100%	-0-	Must handle paper applications and documentation. Regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. Documents are highly confidential.
Community Service Worker	4	100%	-0-	Answers phone calls, receives and distributes mail and provide general customer service.
Medical Worker	1	100%	-0-	Must handle paper applications and documentation. Regulations prohibit the removal of paper files from the office and creation of paper files outside of the office. Documents are highly confidential.

Principal Account Clerk	1	-0-	100%	N/A
Senior Clerk	1	100%	-0-	Must provide direct supervision for all subordinate staff who are on site.
Account Clerk	1	100%	-0-	Must be onsite to collect money from "spend-down clients"

Resources

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Resource Consultant	1	100%	-0-	All work is done in direct coordination with other divisions and requires daily direct interaction with those other divisions.
Supervising Resource Investigator	2	100%	-0-	All work is done in direct coordination with other divisions and requires daily direct interaction with those other divisions.
Senior Resource Investigator	2	100%	-0-	All work is done in direct coordination with other divisions and requires daily direct interaction with those other divisions.
Senior Social Services Investigator	3	100%	-0-	All work is done in direct coordination with other divisions and requires daily direct interaction with those other divisions.
Resource Investigator	1	100%	-0-	All work is done in direct coordination with other divisions and requires daily direct interaction with those other divisions.
Social Services Investigator	5	100%	-0-	All work is done in direct coordination with other divisions and requires daily direct interaction with those other divisions.

Clerk	1	100%	-0-	All work is done in direct coordination with other divisions and requires daily direct interaction with those other divisions.
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Services

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director of Services	1	100%	-0-	In accordance with regulations, must be onsite to carry out duties.
Assistant Director of Services	1	100%	-0-	In accordance with regulations, must be onsite to carry out duties.
Welfare Management Systems Coordinator	1	100%	-0-	In accordance with regulations, must be onsite to carry out duties.
Case Supervisor – Grade A	5	100%	-0-	In accordance with regulations, must be onsite to carry out duties.
Case Supervisor – Grade B	18	100%	-0-	In accordance with regulations, must be onsite to carry out duties.
Senior Caseworker	27	80%	20%	In accordance with regulations, must be onsite to carry out duties. Certain limited functions can be performed remotely.
Caseworker	74	80%	20%	In accordance with regulations, must be onsite to carry out duties. Certain limited functions can be performed remotely.
Senior Administrative Assistant	1	100%	-0-	In accordance with regulations, must be onsite to carry out duties.
Caseworker Assistant	5	100%	-0-	In accordance with regulations, must be onsite to carry out duties.

Principal Welfare Examiner	1	100%	-0-	In accordance with regulations, must be onsite to carry out duties.
Social Welfare Examiner	5	100%	-0-	In accordance with regulations, must be onsite to carry out duties.
Principal Clerk	1	100%	-0-	In accordance with regulations, must be onsite to carry out duties.
Community Service Worker	2	100%	-0-	In accordance with regulations, must be onsite to carry out duties.

Business Accounting/Contract Administration/Data Processing

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director of Administrative Services	1	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.
Administrative Officer	1	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.
Finance Administrative Officer	1	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.

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Accounting Supervisor	1	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.
Principal Account Clerk	5	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.
Principal Clerk	1	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.
Senior Account Clerk	2	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.
Account Clerk	2	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.
Clerk	1	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove

				paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.
Community Service Worker	1	100%	-0-	The County lacks all of the various necessary technology to go completely paperless for these functions. Divisions are not able to remove paper documents that are needed to audit and approve payments from the office due to regulations and confidentiality restrictions.
Data Processing Clerk	3	100%	-0-	Works 100% with paper files scanning documents into IEDR system. These documents cannot be taken offsite due to regulations and confidentiality restrictions
Data Processor II	1	100%	-0-	Works 100% with paper files scanning documents into IEDR system. These documents cannot be taken offsite due to regulations and confidentiality restrictions
Data Processor I	5	100%	-0-	Works 100% with paper files scanning documents into IEDR system. These documents cannot be taken offsite due to regulations and confidentiality restrictions

DEPARTMENT OF FAMILY AND COMMUNITY SERVICES – VETERANS SERVICES

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director of Veterans Service Agency	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.

Senior Clerk	1	90%	10%	Provides customer service to in-person clients (by walk-in and by appointment), and answers telephone calls.
Veterans Service Officer	1	90%	10%	Provides customer service to in-person clients (by walk-in and by appointment), and answers telephone calls.
Principal Account Clerk	1	100%	-0-	Provides customer service to in-person clients (by walk-in and by appointment), and answers telephone calls.

DEPARTMENT OF FAMILY AND COMMUNITY SERVICES – YOUTH BUREAU

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Youth Bureau Director	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Youth Program Director	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.

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DEPARTMENT OF PUBLIC WORKS

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Commissioner	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Deputy Commissioner of Public Works – Buildings & Grounds	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Deputy Commissioner of Public Works - Engineering	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Deputy Commissioner of Public Works – Highways, Bridges & Structures	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Secretary to Commissioner	1	-0-	100%	N/A
Safety Officer	1	100%	-0-	Job duties require employee to be physically present.
Accounting Supervisor	3	67%	33%	2 must be present onsite each day to perform functions. A small portion of the work can be performed remotely.

Assistant Civil Engineer	1	100%	-0-	Job duties require employee to be physically present.
Assistant Engineer	3	100%	-0-	Job duties require employee to be physically present.
Assistant Mechanical Engineer	1	100%	-0-	Job duties require employee to be physically present.
Assistant Superintendent of Buildings & Grounds	2	100%	-0-	Job duties require employee to be physically present.
Associate Engineer	1	-0-	100%	N/A
Automotive Mechanic	4	100%	-0-	Job duties require employee to be physically present.
Automotive Mechanic Supervisor	1	100%	-0-	Job duties require employee to be physically present.
Building Maintenance Mechanic	8	100%	-0-	Job duties require employee to be physically present.
Building Maintenance Supervisor	1	100%	-0-	Job duties require employee to be physically present.
Building Maintenance Worker	7	100%	-0-	Job duties require employee to be physically present.
Carpenter I	2	100%	-0-	Job duties require employee to be physically present.
Carpenter II	1	100%	-0-	Job duties require employee to be physically present.
Contract Administrator	1	-0-	100%	N/A

District Supervisor	4	100%	-0-	Job duties require employee to be physically present.
Equipment Technician Expediter	1	100%	-0-	Job duties require employee to be physically present.
Heavy Equipment Mechanic	8	100%	-0-	Job duties require employee to be physically present.
Heavy Equipment Mechanic Supervisor	1	100%	-0-	Job duties require employee to be physically present.
Heavy Motor Equipment Operator	43	100%	-0-	Job duties require employee to be physically present.
Highway Maintenance Supervisor	1	100%	-0-	Job duties require employee to be physically present.
Labor Supervisor	17	100%	-0-	Job duties require employee to be physically present.
Laborer	2	100%	-0-	Job duties require employee to be physically present.
Principal Account Clerk	1	100%	-0-	Job duties require employee to be physically present.
Senior Administrative Assistant	2	50%	50%	Job duties require employee to be physically present.
Senior Building Maintenance Mechanic	2	100%	-0-	Job duties require employee to be physically present.
Superintendent of Buildings & Grounds	1	100%	-0-	Job duties require employee to be physically present.
Telephone Operator II	1	100%	-0-	Job duties require employee to be physically present.

DISTRICT ATTORNEY

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
District Attorney	1	100%	-0-	Department heads are required to be on site daily to assist in coordination of emergency response and continue complete oversight of the department.
Chief Assistant District Attorney	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Executive Administrative Assistant District Attorney	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Assistant District Attorney	18	100% <i>*unless Courts are closed/virtual only – then this becomes 17%</i>	-0- <i>*unless Courts are closed/virtual only – then this becomes 83%</i>	Job duties require employee to be physically present if courts are open.
Senior Confidential Investigator	6	17%	83%	One must be present on site each day. They may rotate and perform work remotely on the other days.
Law Associate	1	-0-	100%	N/A
Court Reporter	1	100% <i>*unless Courts are closed/virtual only – then this becomes -0-</i>	-0- <i>*unless Courts are closed/virtual only – then this becomes 100%</i>	Job duties require employee to be physically present if courts are open.

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Principal Office Specialist	1	-0-	100%	N/A
Victim Witness Coordinator	3	33%	64%	One must be present on site each day. They may rotate and perform work remotely on the other days.
Secretary to District Attorney	1	100%	-0-	Must be onsite to take incoming phone calls and distribute incoming mail.
Save Our Streets Program Director	1	-0-	100%	N/A
Planning Specialist	1	-0-	100%	N/A
Paralegal Assistant	3	33%	64%	One must be present on site each day. They may rotate and perform work remotely on the other days.

EMERGENCY SERVICES DEPARTMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Deputy Director	2	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Deputy Fire Coordinator	1	100%	-0-	Job duties require employee to be physically present.

Program Coordinator	1	100%	-0-	Job duties require employee to be physically present.
Principal Clerk	1	100%	-0-	Job duties require employee to be physically present.
Computer Aided Dispatch Administrator	1	100%	-0-	Job duties require employee to be physically present.
Radio Dispatch Supervisor	1	100%	-0-	Job duties require employee to be physically present.
Supervising Public Safety Telecommunicator	5	100%	-0-	Job duties require employee to be physically present.
Senior Public Safety Telecommunicator	23	100%	-0-	Job duties require employee to be physically present.
Public Safety Telecommunicator	23	100%	-0-	Job duties require employee to be physically present.

FINANCE DEPARTMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Commissioner	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Secretary to the Commissioner	1	100%	-0-	Must be onsite to take incoming phone calls and distribute incoming mail. Accepts payments necessitating a cash drawer, receipt paper, paid/received stamps, to records and files kept in office and tax rolls.

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Deputy Commissioner	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department. Handles bank deposit that requires daily verification of collections and deposit to banks, reconciliation of tax accounts requires access to in office records and tax rolls.
Real Property Systems Coordinator	1	100%	-0-	Answers phone, accepts payments necessitating a cash drawer, receipt paper, paid/received stamps, to records and files kept in office and tax rolls.
Data Processing Clerk	1	100%	-0-	Answers phone, accepts payments necessitating a cash drawer, receipt paper, paid/received stamps, to records and files kept in office and tax rolls.
Real Property Administrative Officer	1	100%	-0-	Answers phone, accepts payments necessitating a cash drawer, receipt paper, paid/received stamps, to records and files kept in office and tax rolls.
Chief Tax Clerk	1	100%	-0-	Answers phone, accepts payments necessitating a cash drawer, receipt paper, paid/received stamps, to records and files kept in office and tax rolls.
Director of Real Property Tax Service III	1	100%	-0-	Must be accessible to local assessor's offices and have access to records and files kept in office.
Disbursements Officer	1	100%	-0-	Answers phone, accepts payments necessitating a cash drawer, receipt paper, paid/received stamps, to records and files kept in office and tax rolls.

Senior Tax Technician	1	100%	-0-	Answers phones, requires access to records retained in this department and the County Clerk's Office.
Assistant Director of Real Property Tax Services	1	100%	-0-	Must be accessible to local assessor's offices and have access to records and files kept in office.
Deputy Commissioner of Finance – Real Property	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department. Communicates with delinquent tax payers either in person or phone and needs access to records and files kept in office.

INFORMATION TECHNOLOGY DEPARTMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Deputy Director	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Help Desk Manager	1	50%	50%	Only certain duties can be performed remotely. Must be onsite at various times to perform other duties such as physical hardware repair or replacement.

Secretary	1	100%	-0-	Responsible for answering incoming phone calls and distributing incoming mail.
Systems Analyst	1	50%	50%	Only certain duties can be performed remotely. Must be onsite at various times to perform other duties such as physical hardware repair or replacement.
Programmer	1	50%	50%	Only certain duties can be performed remotely. Must be onsite at various times to perform other duties such as physical hardware repair or replacement.
Computer Specialist	2	50%	50%	Only certain duties can be performed remotely. Must be onsite at various times to perform other duties such as physical hardware repair or replacement.
Network Administrator II	2	50%	50%	Only certain duties can be performed remotely. Must be onsite at various times to perform other duties such as physical hardware repair or replacement.
Network Administrator I	5	50%	50%	Only certain duties can be performed remotely. Must be onsite at various times to perform other duties such as physical hardware repair or replacement.

LAW DEPARTMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
County Attorney	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.

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Special Assistant County Attorney	1	50%	50%	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Chief Department of Family and Community Services Attorney	1	90%	10%	DFCS is heavily involved in any response to a public health emergency. Employee must be present to respond to changing needs. Certain duties can be performed remotely.
Secretary to County Attorney	1	100%	-0-	Must be onsite to take incoming phone calls, distribute incoming mail, and to provide backup assistance to the County Executive's office.
Assistant County Attorney	13	75% <i>*unless Courts are closed/virtual only – then this becomes 25%</i>	25% <i>*unless Courts are closed/virtual only – then this becomes 75%</i>	Job duties require employees assigned to family courts to be physically present if courts are open. Those employees not assigned to family courts may rotate onsite and offsite work, dependent upon the needs of the department.
Paralegal Assistant II	1	50%	50%	Certain duties may be performed remotely and others must be performed onsite.
Paralegal Assistant	15	75% <i>*unless Courts are closed/virtual only – then this becomes 25%</i>	25% <i>*unless Courts are closed/virtual only – then this becomes 75%</i>	Job duties require employees assigned to support attorneys that appear in family courts to be physically present if courts are open. Those employees not assigned to support employees assigned to family courts may rotate onsite and offsite work, dependent upon the needs of the department.
Clerk	1	100%	-0-	Must be physically present to answer incoming phone calls and distribute incoming mail.

MENTAL HEALTH DEPARTMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Commissioner	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Director of Adult Mental Health	1	100%	-0-	Required onsite for direct oversight and management of program. Many documents require original signature.
Child and Youth SPOA-A Coordinator	1	-0-	100%	N/A
Program Analyst	1	-0-	100%	N/A
Secretary to Commissioner	1	100%	-0-	Answers all incoming telephone calls. Receives and distributes all incoming correspondence. Sends outgoing correspondence.
Director of Substance Abuse Services	1	100%	-0-	Required onsite for direct oversight and management of program. Many documents require original signature.
Social Worker	2	100%	-0-	Works directly with members of the public.
Adult SPOA-A Coordinator	1	-0-	100%	N/A

OFFICE OF THE CIVIL DEFENDER

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Civil Defender	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Assistant Public Defender	7	100% <i>*unless Courts are closed/virtual only – then this becomes -0-</i>	-0- <i>*unless Courts are closed/virtual only – then this becomes 100%</i>	Job duties require employee to be present onsite unless family courts are closed.
Paralegal Assistant	2	-0-	100%	N/A
Senior Office Specialist I	2	-0-	100%	N/A

PERSONNEL

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Commissioner	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Deputy Commissioner	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to

				assist in coordination of emergency response and continue oversight of the department.
Director of Civil Service Administration	1	100%	-0-	Must be present and accessible to all 72 civil service jurisdictions.
Secretary to Commissioner	1	100%	-0-	Must be onsite to take incoming phone calls and distribute incoming mail.
Assistant Personnel Technician	1	75%	25%	Certain portions of the job may be done remotely, while the majority of the duties require immediate access to documents, files and departments. Must be accessible to the public.
Personnel Technician I	2	60%	40%	Certain portions of the job may be done remotely, while the majority of the duties require immediate access to documents, files and departments. Must be accessible to the public.
Personnel Technician II	2	60%	40%	Certain portions of the job may be done remotely, while the majority of the duties require immediate access to documents, files and departments. Must be accessible to the public.
Personnel Technician III	1	60%	40%	Certain portions of the job may be done remotely, while the majority of the duties require immediate access to documents, files and departments. Must be accessible to the public.

PISTOL PERMITS DEPARTMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Pistol Permit Assistant	1	100%	-0-	Many of the forms/files are County Court paperwork and are in hard copy. NYS Police

				require a hard copy of every application and amendment to any existing license
Senior Account Clerk	1.5	67%	34%	Forms/files are paper files from County Court. If business slowed substantially during a public health emergency the part time Senior Account Clerk would be non-essential.
Clerk	.5	-0-	100%	N/A

PLANNING DEPARTMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Commissioner	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Secretary to Commissioner	1	100%	-0-	Must be onsite to take incoming phone calls and distribute incoming mail
Associate Planner	1	-0-	100%	N/A
Chief Planner	1	-0-	100%	N/A
Senior Planner	1	-0-	100%	N/A
GIS Technician 2	1	-0-	100%	N/A
Graphic Designer	1	-0-	100%	N/A
Principal Office Specialist	1	100%	-0-	Must be onsite to provide general support to the Commissioner and other employees.
Transportation Program Manager	1	75%	25%	Required onsite for direct oversight and management of program. Certain duties can be performed remotely.
Principal Planner	3	33%	67%	One would need to be onsite each day to respond to any immediate needs. The remainder can perform many duties remotely.

GIS Analyst	3	33%	67%	One would need to be onsite each day to respond to any immediate needs. The remainder can perform many duties remotely.
GIS Coordinator	1	75%	25%	Required onsite for direct oversight and management of program. Certain duties can be performed remotely.
Planning Specialist	1	-0-	100%	N/A
Principal Account Clerk	1	50%	50%	Certain duties can be performed remotely, while others must be performed onsite.
Senior GIS Analyst	1	75%	25%	Required onsite for direct oversight and management of program. Certain duties can be performed remotely.

PROBATION

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Deputy Director	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Secretary	1	100%	-0-	Must be onsite to answer incoming phone calls and distribute incoming mail.
Senior Account Clerk	1	100%	-0-	Must be onsite to interact with incoming public and receive payments.

Senior Office Specialist	2	100%	-0-	Must be onsite to provide general support to probation officers onsite.
Probation Supervisor	4	100%	-0-	Must be onsite to supervise subordinate staff.
Probation Officer	39	25%	75%	Some duties must be performed on site, while other may be performed remotely.
Probation Assistant	4	25%	75%	Some duties must be performed on site, while other may be performed remotely.

PUBLIC DEFENDER - CRIMINAL

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Public Defender	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Secretary to Public Defender	1	50%	50%	Must be onsite to take incoming phone calls and distribute incoming mail. Needs to be in the office to check case management system and client files maintained at the train station, respond to questions about adjourned dates, attorney assignments, etc., handles notifications to attorneys assigned to village and town courts. Could rotate this duty with Senior Office Specialist.
Senior Office Specialist	1	50%	50%	Must be onsite to take incoming phone calls and distribute incoming mail. Needs to be in the office to check case management system and client files maintained at the train station, respond to questions about adjourned dates, attorney

				assignments, etc., handles notifications to attorneys assigned to village and town courts. Could rotate this duty with Secretary to Public Defender.
Chief Trial Counsel	1	-0-	100%	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Chief Appellate Counsel	1	-0-	100%	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Assistant Public Defender	20	100% <i>*unless Courts are closed/virtual only – then this becomes -0-</i>	-0- <i>*unless Courts are closed/virtual only – then this becomes 100%</i>	Job duties require employees to be onsite unless courts are closed.
Paralegal Assistant	6	100% <i>*unless Courts are closed/virtual only – then this becomes 17%</i>	-0- <i>*unless Courts are closed/virtual only – then this becomes 83%</i>	If courts were to close, one paralegal assistant needs to be available in the office with the secretary of Senior Office Specialist to maintain contact with courts and APDs. The remainder can work remotely the majority of the time, but may need to come into the office to obtain paperwork, faxes, copier accessibility
Forensic Evaluation Specialist	2	100%	-0-	Job duties require direct client contact.
Confidential Investigator	2	100%	-0-	Job duties require direct client contact.
Data Officer	1	-0-	100%	N/A

PUBLIC HEALTH DEPARTMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Public Health Director	1	100%	-0-	Public Health Director will be an integral part to the response to any public health emergency. Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Deputy Public Health Director	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department.
Director of Clinic Services	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Environmental Health Director	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Director of Special Children Services	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Fiscal Services Administrator	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Public Health Educator	5	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.

Secretary to Public Health Director	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Program Analyst	2	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Senior Administrative Assistant	5	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Office Specialist II	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Public Education Coordinator	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Senior Clerk	2	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Registered Professional Nurse	5	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Supervising Public Health Nurse	2	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Public Health Nurse	2	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Outreach Worker	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Data Processing Clerk	2	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.

Public Health Sanitarian	2	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Clerk	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Program Coordinator	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Public Health Technician I	6	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Senior Public Health Sanitarian	5	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Principal Clerk	2	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Public Health Technician II	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Program Manager	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Family Services Specialist	2	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Senior Family Services Specialist	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Senior Office Specialist I	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.

Office Specialist I	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Principal Account Clerk	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.
Pre-K Special Education Specialist	1	100%	-0-	All employees in the Public Health Department will be integral to the response to any public health crisis.

PURCHASING

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director of Purchasing	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Assistant Director of Purchasing	1	100%	-0-	Deputy department heads are required to be on site, absent an approved request for time off, to assist in coordination of emergency response and continue oversight of the department. Processes emergency purchase orders.
Account Clerk	1	100%	-0-	Collects Time Sheets, Enter Payroll Data, Process Vouchers for Payment, and performs general clerk duties that all require access to paper documents and files.
Mail Supply Clerk	1	100%	-0-	Receives mail from Post office, Fedex, UPS, oversees mail clerks, backs up mail courier.
Courier	1	100%	-0-	Transports interoffice mail, from various County locations.

Mail Clerk	2	50%	50%	Sorts and delivers mail throughout the County Office Building. Two clerks can rotate work schedule so one is always on location.
Print Shop Supervisor	1	100%	-0-	Must be available for onsite printing, can be backed up by Senior Computer Operator.
Senior Computer Operator	1	100%	-0-	Must be available for onsite printing.
Buyer	2	-0-	100%	N/A
Principal Clerk	1	-0-	100%	N/A
Printer's Assistant	1	100%	-0-	Must be available for onsite printing.

SHERIFF'S DEPARTMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Sheriff	1	100%	-0-	Job duties require employee to be physically present.
Undersheriff	1	100%	-0-	Job duties require employee to be physically present.
Secretary to Sheriff	1	100%	-0-	Job duties require employee to be physically present.
Chief Deputy	3	100%	-0-	Job duties require employee to be physically present.
Correction Officer Captain	2	100%	-0-	Job duties require employee to be physically present.
Correction Officer Lieutenant	10	100%	-0-	Job duties require employee to be physically present.
Correction Officer Sergeant	13	100%	-0-	Job duties require employee to be physically present.

Correction Officer	216	100%	-0-	Job duties require employee to be physically present.
Correctional Services Aid	1	100%	-0-	Job duties require employee to be physically present.
Court Attendant	23	100% <i>*unless Courts are closed/virtual only – then this becomes -0-</i>	-0- <i>*unless Courts are closed/virtual only – then this becomes 100%</i>	Job duties require employee to be physically present if courts are open.
Court Security Officer	6	100% <i>*unless Courts are closed/virtual only – then this becomes -0-</i>	-0- <i>*unless Courts are closed/virtual only – then this becomes 100%</i>	Job duties require employee to be physically present if courts are open.
Deputy Sheriff Civil	9	100%	-0-	Job duties require employee to be physically present.
Deputy Sheriff Civil Lieutenant	1	100%	-0-	Job duties require employee to be physically present.
Deputy Sheriff Civil Sergeant	1	100%	-0-	Job duties require employee to be physically present.
Deputy Sheriff Patrol	70	100%	-0-	Job duties require employee to be physically present.
Deputy Sheriff Patrol Captain	2	100%	-0-	Job duties require employee to be physically present.
Deputy Sheriff Patrol Lieutenant	5	100%	-0-	Job duties require employee to be physically present.
Deputy Sheriff Patrol Sergeant	13	100%	-0-	Job duties require employee to be physically present.
Deputy Sheriff Patrol Corporal	5	100%	-0-	Job duties require employee to be physically present.
Office Manager	1	-0-	100%	N/A
Principal Account Clerk	1	-0-	100%	N/A

Principal Accounting Supervisor	1	-0-	100%	N/A
Principal Clerk	6	-0-	100%	N/A
Chaplain	3	-0-	100%	N/A
Special Patrol Officer	98	100% <i>*unless Schools are closed/virtual only and do not want security – then this becomes -0-, or the percent needed to cover those schools desiring security</i>	-0- <i>*unless Schools are closed/virtual only and do not want security – then this becomes 100%, or the percent needed to cover those schools desiring security</i>	Job duties require employee to be physically present if the school is requesting the service.

WATER QUALITY AND WATER POLLUTION CONTROL

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Commissioner	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Technical Assistant to the Commissioner	1	100%	-0-	Job duties require employee to be physically present.
Chief Wastewater Treatment Plant Operator	1	100%	-0-	Job duties require employee to be physically present.

Assistant Chief Wastewater Treatment Plant Operator	2	100%	-0-	Job duties require employee to be physically present.
Water Resources Chemist	1	100%	-0-	Job duties require employee to be physically present.
Chief Wastewater Solids Disposal Operator	1	100%	-0-	Job duties require employee to be physically present.
Wastewater Treatment Plant Maintenance Supervisor	1	100%	-0-	Job duties require employee to be physically present.
Finance Administrative Officer	1	100%	-0-	Job duties require employee to be physically present.
Senior Wastewater Treatment Plant Operator	2	100%	-0-	Job duties require employee to be physically present.
Junior Wastewater Treatment Plant Operator	8	100%	-0-	Job duties require employee to be physically present.
Wastewater Treatment Plant Attendant	2	100%	-0-	Job duties require employee to be physically present.
Junior Wastewater Treatment Plant Operator Trainee	1	100%	-0-	Job duties require employee to be physically present.
Industrial Waste Chemist	1	100%	-0-	Job duties require employee to be physically present.
Field Technician	1	100%	-0-	Job duties require employee to be physically present.

Water Pollution Control Lab Technician	1	100%	-0-	Job duties require employee to be physically present.
Senior Lab Technician	1	100%	-0-	Job duties require employee to be physically present.
Maintenance Mechanic-Machinist	1	100%	-0-	Job duties require employee to be physically present.
Wastewater Treatment Plant Electrician	1	100%	-0-	Job duties require employee to be physically present.
Wastewater Treatment Plant Maintenance Helper	3	100%	-0-	Job duties require employee to be physically present.
Wastewater Treatment Plant Maintenance Worker	4	100%	-0-	Job duties require employee to be physically present.
Maintenance Mechanic-Welder	1	100%	-0-	Job duties require employee to be physically present.
Sewer Maintenance Equipment Operator	1	100%	-0-	Job duties require employee to be physically present.
Principal Account Clerk	1	100%	-0-	Job duties require employee to be physically present.

WEIGHTS AND MEASURES

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Director	1	100%	-0-	Daily duties require field work that cannot be done remotely.
Deputy Director	1	100%	-0-	Daily duties require field work that cannot be done remotely.

WORKFORCE DEVELOPMENT

TITLE	TOTAL # OF FTE EMPLOYEES IN TITLE	% ESSENTIAL ON EACH DAY	% NON-ESSENTIAL ON EACH DAY	JUSTIFICATION FOR ESSENTIAL DESIGNATION
Workforce Development Director II	1	100%	-0-	Department heads are required to be on site daily, absent an approved request for time off, to assist in coordination of emergency response and continue complete oversight of the department.
Senior Account Clerk	1	50%	50%	May be needed onsite from time to time as directed by the Director.
Job Development & Placement Manager	1	50%	50%	May be needed onsite from time to time as directed by the Director.
Workforce Development Special Project Coordinator	3	-0-	100%	N/A
Associate Workforce	1	-0-	100%	N/A

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Development Coordinator				
Grant Writing Specialist	1	-0-	100%	N/A

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Appendix B

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**** PROPOSED ****

**ONEIDA COUNTY CONTINUATION OF OPERATIONS
REMOTE WORK POLICY**

I. Purpose

A declared public health emergency involving a communicable disease has caused various situations that may prevent employees from working on site either short term or long term. Oneida County employees will still continue to provide the excellent services that the community expects and is reliant upon. The purpose of this Policy is to specify the terms and conditions under which an employee may be allowed to perform all or some of his/her work from a place other than the Official Work Site (“Remote Work”) in order to address a situation caused by a declared public health emergency involving a communicable disease. Remote Work is an alternate work arrangement and is only available for some employees in certain positions that are deemed non-essential by management, as defined in New York Labor Law § 27-c, in its sole discretion, in meeting the County’s needs and objectives. Remote Work arrangements are expected to be short term, lasting only as long as it is necessary to protect the health and safety of employees, and the County will continue to monitor guidance from health officials and the State, and the need for Remote Work arrangements. Employees should not assume any specified period of time for Remote Work, and Oneida County may require employees to return to regular, in-office work at any time.

II. Policy

Employees in non-essential positions where Remote Work may be considered must be performing to a satisfactory level. Employees who fail to perform Remote Work to a satisfactory level may be subject to discipline up to and including termination.

Remote Work arrangements may be terminated where it has been determined in the sole discretion of the County that the position has become essential as defined in New York Labor Law § 27-c. The County may assign Remote Work arrangements, either in whole or in part, and may modify or terminate previously assigned Remote Work arrangements at any time in its sole discretion.

Remote Work is not an entitlement, it is not a benefit, it is in no way a change to the terms and conditions of employment with the County, and shall not constitute a past practice. This Policy is implemented solely in response to a declared public health emergency involving a communicable disease and the County may terminate the same at any time it determines the provisions of this Policy are no longer necessary in response to the declared public health emergency involving a communicable disease.

Failure to comply with this Policy may be cause for disciplinary action up to and including termination of employment.

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III. Definitions

- A. Remote Work: An alternative work arrangement that allows an employee to conduct all or some of his/her work away from the official work site.
- B. Remote Worker: An employee who has been assigned Remote Work.
- C. Official Work Site: An employee's County-provided workstation at the employee's regular work address or an alternate County work address.
- D. Alternative Work Site: An employee's location away from the Official Work Site where the employee is authorized to Remote Work.
- E. Set Schedule: The days and times an employee will Remote Work as reviewed and approved by the employee's direct supervisor and the Department Head before Remote Work is assigned. The Set Schedule shall include rest and meal breaks per New York State Labor Law and the relevant collective bargaining agreements.
- F. Remote Work Plan: A document completed by the Remote Worker, on a form provided by management, for each Remote Work day. This plan must include, at a minimum, hours worked, times that breaks began and ended, and work performed.

IV. Requirements

- A. The Department Head and any and all supervisors of a Remote Worker, shall be responsible for ensuring that each Remote Work assignment is effective and meeting the needs of the County.
- B. To ensure that employee performance will not suffer in Remote Work, **all Remote Workers must:**
 - 1. Strictly follow all policies, procedures and work rules of the County and his/her department.
 - 2. Maintain the Set Schedule and be available by phone, video conferencing, and/or email during the Set Schedule at all times that are not assigned as break times.
 - 3. Have access to a secure, reliable internet connection with sufficient bandwidth for their job and a telephone. Any Alternative Work Site office equipment and/or furniture is the responsibility of the employee. Department heads may provide their employees with minimal supplies. Oneida County shall not reimburse employees for costs associated with internet connections and/or any other out-of-pocket costs.
 - 4. Choose a quiet, ergonomically appropriate and distraction-free working space in the Alternative Work Site. The County will not be responsible for costs associated with the setup of the Remote Worker's Alternative Work Site, such as remodeling, furniture or lighting, nor for repairs or modifications to the Alternative Work Site.

5. Dedicate full attention to his/her job duties during the Set Schedule except for those designated break times. Employees that have children or other dependents at the Alternative Work Site are expected to make appropriate arrangements for care needs at all times during the Set Schedule. An employee performing Remote Work must devote the same level of attention, focus and dedication to performance of his/her work duties that is expected from those employees working at the Official Work Site.

6. Adhere to the Set Schedule.

7. Respond promptly to communications from the County during the Set Schedule (phone, email, text or otherwise).

8. Report to the Official Work Site upon management's request.

***Management will make reasonable efforts to provide as much advance notice as possible of the need for this.**

9. Work during inclement weather conditions unless the County declares an emergency closing.

10. Keep all County property, including computers and records in any form (i.e., digital, hard copy, external storage) secured and kept confidential at all times. Remote Workers must immediately report any breach in confidentiality to his/her immediate supervisor. Keep all equipment password protected.

11. Ensure laptop/computers/tablets and any work documentation are not easily viewable (e.g. screen locked when away from work area) by non-authorized individuals.

12. Follow any and all policies and procedures for paid time off and leave requests, including an inability to work due to illness or injury, in effect by the County and/or the Department at any time.

13. Refrain from submitting time at the Alternative Work Site or any other location other than the Official Work Site as work spent in/on activities other than work as time worked.

***Employees are cautioned that such action would constitute falsification of time records and theft of time, and may lead to disciplinary action up to and including termination.**

14. Immediately report any technical issue or need for training to the immediate supervisor, or as otherwise instructed by his/her department head.

15. Maintain the Alternative Work Site in a safe manner, free from safety hazards and immediately report any injury sustained in the course of the Remote Worker's work duties to his/her immediate supervisor. The County is not responsible for any loss,

damage, destruction to property or for any injury or loss to third persons at the Alternative Work Site.

16. Immediately report any change in the Alternative Work Site location or the Alternative Work Site environment to his/her immediate supervisor.

17. Upon termination of Remote Work, return any and all County equipment provided to enable Remote Work to the County the following business day. Such equipment shall be in the same condition as when it was assigned to the Remote Worker with the exception of ordinary wear and tear.

C. To ensure that employee performance will not suffer in Remote Work, **all Department Heads and Supervisors with Remote Workers must:**

1. Ensure each Remote Worker has reviewed this Policy.
2. Be fully familiar with and versed in this Policy.
3. Ensure that employees are cross-trained to prevent any loss of service.
4. Ensure fair and equitable treatment of all employees regardless of Remote Work status.
5. Ensure fair and equitable assignment of work among Remote Workers and those working at the Official Work Site.
6. Be comfortable with Remote Worker supervision, and seek training if necessary.
7. Attend any training directed pertaining to Remote Work, Remote Work management and Remote Worker supervision.
8. Learn the technology and tools necessary for Remote Work and Remote Worker supervision.
9. Communicate with Remote Workers on a daily basis. Conduct unit meetings and 1:1 meetings with Remote Workers at least bi-weekly.
10. Submit formal Remote Work Plans that identify and outline areas of responsibility, daily tasks, and measurable long-term objective; and Set Schedules for Remote Workers.

V. Compliance with Policies

All County and department policies, rules, procedures and practices apply at the Alternative Work Site. Remote Workers must follow all such policies, rules, procedures and practices in the same manner as if they were at the Official Work Site.

VI. Equipment

- A. The County shall provide Remote Workers with equipment deemed by the County to be essential to the Remote Worker's job duties.
- B. The County shall not provide Remote Workers with desks, chairs, file cabinets or other office furniture.
- C. The County shall provide Remote Workers with reasonable general office supplies that are purchased on a regular basis for Official Work Site work (e.g., pens, notepads).
- D. Any and all equipment and supplies provided to Remote Workers is County property and is to be used solely by the Remote Worker and strictly for County-related use.
- E. All information stored on the equipment is the property of the County, and the County reserves the right to access the equipment and the information at any time. Remote Workers have no expectation of privacy in any information on the equipment.
- F. Upon termination of employment, any and all equipment and supplies shall be immediately returned to the County.

VII. Hours Worked

Remote Workers must accurately record all hours worked on a form approved by management. For those Remote Workers who are not exempt from the overtime requirements of the Fair Labor Standards Act, hours worked in excess of those scheduled per day and per workweek require the advance approval of the Remote Worker's supervisor. Failure to comply with this requirement may result in disciplinary action up to and including termination.

VIII. Compensation and Benefits

Remote Workers will be paid at their regular hourly rate of pay except for those hours required to be paid at the overtime rate pursuant to a collective bargaining agreement and/or the Fair Labor Standards Act. It is acknowledged that certain Remote Workers may require a Set Schedule that includes hours outside of the regular work day and regular work week as defined by the collective bargaining agreement. In the event this occurs, the same shall not be considered a violation of the collective bargaining agreement, and the Remote Worker shall not be entitled to shift differential pay. All other benefits and other collective bargaining rights shall remain unaltered by a Remote Work assignment.

IX. Termination of Remote Work

The County reserves the right to terminate the Remote Work arrangement at any time the position is deemed essential as defined in New York Labor Law § 27-c in the sole discretion of the County. The County shall provide the Remote Worker with written notice of termination of the Remote Work arrangement.

**ONEIDA COUNTY CONTINUATION OF OPERATIONS
REMOTE WORK SET SCHEDULE**

(Departments: Retain a Copy)

Employee Name: _____ Phone (home/work): _____

Department: _____ Position Title: _____

Remote Work Start Date: _____ Remote Work End Date: _____

A temporary Remote Work arrangement is hereby established between Oneida County and the above-mentioned employee as follows:

1. Alternative Work Site (address):

2. Remote Work Contact Number(s): _____

3. Set Schedule:

Number of days: Per week _____ Per month _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Rest Period 1*							
Meal Period*							
Rest Period 2*							
Location**							

*** Must include rest periods and meal period in accordance with New York State Labor Law and the relevant collective bargaining agreement.**

****For location, please use "R" for Alternative Work Site and "O" for Official Work Site.**

**ONEIDA COUNTY
REMOTE WORK PLAN**

Use multiple sheets if necessary and submit to supervisor at the end of each day

NAME: _____ DATE: _____

TIME	DETAILS OF ACTIVITY
_____ TO _____	
_____ TO _____	
_____ TO _____	
_____ TO _____	
_____ TO _____	
_____ TO _____	

Sign: _____

Appendix C

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**** PROPOSED ****

Oneida County Continuation of Operations Alternative Work Arrangements Policy

I. Purpose

A declared public health emergency involving a communicable disease has caused a need to reduce density of essential employees in the workplace. Oneida County employees will still continue to provide the excellent services that the community expects and is reliant upon. The purpose of this Policy is to specify the terms and conditions under which an essential employee, as defined by New York Labor Law § 27-c, may be assigned to perform all or some of his/her work at times other than the Regular Work Day and/or Regular Work Week (“Alternative Work Arrangement”). Alternative Work Arrangements are expected to be short term, lasting only as long as it is necessary to protect the health and safety of employees, and the County will continue to monitor guidance from health officials and the State, and the need for Alternative Work Arrangements. Employees should not assume any specified period of time for Alternative Work Arrangements, and Oneida County may require employees to return to his/her Regular Work Day and/or Regular Work Week at any time.

II. Policy

Employees in essential positions where Alternative Work Arrangements may be considered must be performing to a satisfactory level. Employees who fail to perform Alternative Work Arrangements to a satisfactory level may be subject to discipline up to and including termination.

The County may assign Alternative Work Arrangements, either in whole or in part, and may modify or terminate previously assigned Alternative Work Arrangements at any time in its sole discretion. Alternative Work Arrangements will not be considered, assigned or continued where it has been determined in the sole discretion of the County to hinder operational effectiveness or efficiency. Alternative Work Arrangements will not be considered where it will result in a redistribution of duties. All Alternative Work Arrangements shall be fashioned with care and intention to ensure that work responsibilities are assigned equitably.

Alternative Work Arrangements are not an entitlement, are not a benefit, are in no way a change to the terms and conditions of employment with the County, and shall not constitute a past practice. This Policy is implemented solely in response to a declared public health emergency involving a communicable disease and the County may terminate the same at any time it determines the provisions of this Policy are no longer necessary in response to the declared public health emergency involving a communicable disease.

Management reserves the right to modify or discontinue Alternative Work Arrangements when there are attendance issues, performance issues or any other reason that may adversely affect the employee’s ability to perform the functions of his/her job or business operations in the County’s sole discretion.

Failure to comply with this Policy may be cause for disciplinary action up to and including termination of employment.

III. Definitions

- G. Alternative Work Arrangement: An arrangement that allows an employee to conduct all or some of his/her work at times other than the Regular Work Day and/or regular work week.
- H. Regular Work Day: Shall have the meaning given to it in the relevant collective bargaining agreement.
- I. Regular Work Week: Shall have the meaning given to it in the relevant collective bargaining agreement.
- J. Alternative Work Arrangement Worker: An employee who has been approved to participate in an Alternative Work Arrangement.
- K. Set Schedule: The days and times an employee will be engaged in an Alternative Work Arrangement as reviewed and approved by the employee's direct supervisor and the Department Head before an Alternative Work Arrangement is approved. The Set Schedule shall include rest and meal breaks per New York State Labor Law and the relevant collective bargaining agreements.
- L. Alternative Work Arrangement Application: The application form created by management and completed by the employee requesting to be an Alternative Work Arrangement Worker.
- M. Alternative Work Arrangement Plan: A document completed by the Alternative Work Arrangement Worker, on a form provided by management, for each Alternative Work Arrangement day. This plan must include, at a minimum, hours worked, times that breaks began and ended, and work performed.

IV. Requirements

- D. The Department Head and any and all supervisors of an Alternative Work Arrangement Worker, shall be responsible for ensuring that each Alternative Work Arrangement assignment is effective and meeting the needs of the County.
- E. To ensure that employee performance will not suffer in an Alternative Work Arrangement, **all Alternative Work Arrangement Workers must:**
 - 1. Strictly follow all policies, procedures and work rules of the County and his/her department.
 - 2. Maintain the Set Schedule and be available by phone, video conferencing, and/or email during the Set Schedule at all times that are not assigned as break times.

3. Dedicate full attention to his/her job duties during the Set Schedule except for those designated break times. An employee assigned to an Alternative Work Arrangement must devote the same level of attention, focus and dedication to performance of his/her work duties that is expected from those employees working at the Regular Work Day and/or Regular Work Week.
 4. Adhere to the Set Schedule.
 5. Respond promptly to communications from the County during the Set Schedule (phone, email, text or otherwise).
 6. Report to work during the Regular Work Day and/or Regular Work Week upon management's request.
***Management will make reasonable efforts to provide as much advance notice as possible of the need for this.**
 7. Work during inclement weather conditions unless the County declares an emergency closing.
 8. Follow any and all policies and procedures for paid time off and leave requests, including an inability to work due to illness or injury, in effect by the County and/or the Department at any time.
 9. Refrain from submitting time during the Set schedule as work spent in/on activities of it was not spent on County-business work activities.
***Employees are cautioned that such action would constitute falsification of time records and theft of time, and may lead to disciplinary action up to and including termination.**
 10. Immediately report any technical issue or need for training to the immediate supervisor, or as otherwise instructed by his/her department head.
 11. Immediately report any change in the circumstances that gave rise to the request for an Alternative Work Arrangement to his/her immediate supervisor.
- F. To ensure that employee performance will not suffer in Alternative Work Arrangements, **all Department Heads and Supervisors with Alternative Work Arrangement Workers must:**
1. Ensure each Alternative Work Arrangement Worker has reviewed this Policy.
 2. Be fully familiar with and versed in this Policy.
 3. Ensure that employees are cross-trained to prevent any loss of service.

4. Ensure fair and equitable treatment of all employees regardless of Alternative Work Arrangement status.
5. Ensure fair and equitable assignment of work among Alternative Work Arrangement Workers and those working during the Regular Work Day and/or Regular Work Week.
6. Be comfortable with Alternative Work Arrangement Worker supervision, and seek training if necessary.
7. Attend any training directed pertaining to Alternative Work Arrangements, Alternative Work Arrangement management and Alternative Work Arrangement supervision.
8. Communicate with Alternative Work Arrangement Workers on a daily basis. Conduct unit meetings and 1:1 meetings with Alternative Work Arrangement Workers at least bi-weekly.
9. Submit formal Alternative Work Arrangement Work Plans that identify and outline areas of responsibility, daily tasks, and measurable long-term objective; and Set Schedules for Alternative Work Arrangement Workers.

V. Compliance with Policies

All County and department policies, rules, procedures and practices apply to the Alternative Work Arrangements. Alternative Work Arrangements Workers must follow all such policies, rules, procedures and practices in the same manner as if they were performing work during the Regular Work Day and/or Regular Work Week.

VI. Application for Alternative Work Arrangement

When the County determines it will implement Alternative Work Arrangements within certain departments, divisions or titles, it will advise employees who are interested to complete the Alternative Work Arrangement Application and submit the same to his/her immediate supervisor. The application will be reviewed by the County, and a decision will be made with regard to the same within fifteen (15) business days. Approval or denial will be sent to the employee in writing. If all other factors are equal, where there is more interest in Alternative Work Arrangements than can be granted in management's sole discretion, Alternative Work Arrangements assignments will be made by seniority as defined in the collective bargaining agreement. Where there is less interest in Alternative Work Arrangements than the number of employees who must be assigned to Alternative Work Arrangements as determined by the County in its sole discretion, involuntary assignments will be made no less than two (2) weeks in advance by reverse seniority as defined in the collective bargaining agreement.

VII. Hours Worked

Alternative Work Arrangement Workers must accurately record all hours worked on each and every day he/she is engaged in an Alternative Work Arrangement on a form approved by management. For those Alternative Work Arrangement Workers who are not exempt from the overtime requirements of the Fair Labor Standards Act, hours worked in excess of those scheduled per day and per workweek in the Set Schedule require the advance approval of the Alternative Work Arrangement Worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

VIII. Compensation and Benefits

It is acknowledged that an Alternative Work Arrangement includes hours outside of the Regular Work Day and Regular Work Week. Provisions for shift differential contained in the collective bargaining agreement, if any, shall apply to Alternative Work Arrangements.

IX. Termination of Alternative Work Arrangement

The County reserve the right to terminate the Alternative Work Arrangement at any time, by written notice.

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**ONEIDA COUNTY CONTINUATION OF OPERATIONS
ALTERNATIVE WORK ARRANGEMENT APPLICATION**

Name: _____ **Job Title:** _____

Department: _____ **Supervisor:** _____

Unit/Program Area (if applicable): _____

Current work schedule (days/hours): _____

Desk Phone: _____ **County-issued Cell Phone:** _____

Home Phone: _____ **Personal Cell Phone:** _____

E-mail: _____

.....

Proposed Set Schedule (include days, times and proposed rest periods and meal period): _____

Sign: _____ **Date:** _____

Print Name:

FOR MANAGEMENT USE ONLY

	Approved	Denied
Supervisor: _____ Print Name:	<input type="checkbox"/>	<input type="checkbox"/>
Department Head: _____	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner of Personnel: _____	<input type="checkbox"/>	<input type="checkbox"/>

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ONEIDA COUNTY REMOTE WORK SET SCHEDULE

(Departments: Retain a Copy)

Employee Name: _____ Phone _____

Department: _____ Position Title: _____
 Alternative Work Arrangement Start Date: _____ Alternative Work Arrangement End Date: _____

A temporary Alternative Work Arrangement is hereby established between Oneida County and the above-mentioned employee as follows:

Alternative Work Arrangement – Set Schedule

Number of days: Per week _____ Per month _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Rest Period 1*							
Meal Period*							
Rest Period 2*							
Regular/ Alternative**							

* Must include rest periods and meal period in accordance with New York State Labor Law and the relevant collective bargaining agreement.

**For Regular Work Day/Week, please use “R” in the bottom row. For Alternative Work Arrangement days/hours, please use “A” in the bottom row.

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ONEIDA COUNTY CONTINUATION OF OPERATIONS ALTERNATIVE WORK ARRANGEMENT WORK PLAN

Use multiple sheets if necessary and submit to supervisor at the end of each day working an Alternative Work Arrangement

NAME: _____ DATE: _____

TIME	DETAILS OF ACTIVITY
_____ TO _____	
_____ TO _____	
_____ TO _____	
_____ TO _____	
_____ TO _____	
_____ TO _____	
_____ TO _____	
_____ TO _____	

Sign: _____

Appendix D

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PERSONAL PROTECTIVE EQUIPMENT (PPE) STOCK TABLE

**Types and quantities herein are based on an assumption of needing two (2) of each type of PPE per employee per day, for a period of six (6) months.*

AVIATION

PPE TYPE	QUANTITY
Masks (disposable or cloth)	7,280
Pairs of Disposable Gloves	7,280
Hand Sanitizer	17.5 gallons
Individual refillable hand sanitizer bottles	29

BOARD OF ELECTIONS

PPE TYPE	QUANTITY
Masks (disposable or cloth)	3,510
Pairs of Disposable Gloves	3,510
Hand Sanitizer	9 gallons
Individual refillable hand sanitizer bottles	20

BOARD OF LEGISLATORS

PPE TYPE	QUANTITY
Masks (disposable or cloth)	1,040
Hand Sanitizer	2.5 gallons
Individual refillable hand sanitizer bottles	7

BUDGET

PPE TYPE	QUANTITY
Masks (disposable or cloth)	520
Hand Sanitizer	1.5 gallons
Individual refillable hand sanitizer bottles	2

COMPROLLER

PPE TYPE	QUANTITY
Masks (disposable or cloth)	3,120
Hand Sanitizer	7.5 gallons
Individual refillable hand sanitizer bottles	12

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COUNTY CLERK

PPE TYPE	QUANTITY
Masks (disposable or cloth)	10,660
Pairs of Disposable Gloves	10,660
Hand Sanitizer	25.5 gallons
Individual refillable hand sanitizer bottles	41

COUNTY EXECUTIVE

PPE TYPE	QUANTITY
Masks (disposable or cloth)	1,820
Hand Sanitizer	4.5 gallons
Individual refillable hand sanitizer bottles	7

DEPARTMENT OF FAMILY AND COMMUNITY SERVICES – OFFICE FOR THE AGING

PPE TYPE	QUANTITY
Masks (disposable or cloth)	11,180
Pairs of Disposable Shoe Covers	5,720
Pairs of Disposable Gloves	11,180
Hand Sanitizer	27 gallons
Individual refillable hand sanitizer bottles	46

DEPARTMENT OF FAMILY AND COMMUNITY SERVICES – SOCIAL SERVICES

Administration

PPE TYPE	QUANTITY
Masks (disposable or cloth)	4,160
Pairs of Disposable Gloves	520
Hand Sanitizer	10 gallons
Individual refillable hand sanitizer bottles	16

Child Support

PPE TYPE	QUANTITY
Masks (disposable or cloth)	11,180
Pairs of Disposable Gloves	520
Hand Sanitizer	27 gallons
Individual refillable hand sanitizer bottles	43

Day Care

PPE TYPE	QUANTITY
Masks (disposable or cloth)	2,080
Pairs of Disposable Gloves	520
Hand Sanitizer	5 gallons
Individual refillable hand sanitizer bottles	8

Employment

PPE TYPE	QUANTITY
Masks (disposable or cloth)	4,160
Pairs of Disposable Gloves	1,040
Hand Sanitizer	10 gallons
Individual refillable hand sanitizer bottles	16

Income Maintenance

PPE TYPE	QUANTITY
Masks (disposable or cloth)	36,920
Pairs of Disposable Gloves	5,720
Hand Sanitizer	88 gallons
Individual refillable hand sanitizer bottles	142

Medicaid

PPE TYPE	QUANTITY
Masks (disposable or cloth)	6,500
Pairs of Disposable Gloves	1,560
Hand Sanitizer	15.5 gallons
Individual refillable hand sanitizer bottles	26

Resources

PPE TYPE	QUANTITY
Masks (disposable or cloth)	3,900
Pairs of Disposable Shoe Covers	2,600
Pairs of Disposable Gloves	2,600
Hand Sanitizer	9.5 gallons
Individual refillable hand sanitizer bottles	15

Services

PPE TYPE	QUANTITY
Masks (disposable or cloth)	31,720
Pairs of Disposable Shoe Covers	27,560
Pairs of Disposable Gloves	27,560
Hand Sanitizer	75.5 gallons
Individual refillable hand sanitizer bottles	142

Business Accounting/Contract Administration/Data Processing

PPE TYPE	QUANTITY
Masks (disposable or cloth)	6,760
Pairs of Disposable Gloves	2,860
Hand Sanitizer	16 gallons
Individual refillable hand sanitizer bottles	26

DEPARTMENT OF FAMILY AND COMMUNITY SERVICES – VETERANS SERVICES

PPE TYPE	QUANTITY
Masks (disposable or cloth)	1,040
Hand Sanitizer	2.5 gallons
Individual refillable hand sanitizer bottles	4

DEPARTMENT OF FAMILY AND COMMUNITY SERVICES – YOUTH BUREAU

PPE TYPE	QUANTITY
Masks (disposable or cloth)	520
Hand Sanitizer	1.5 gallons
Individual refillable hand sanitizer bottles	2

DEPARTMENT OF PUBLIC WORKS

PPE TYPE	QUANTITY
Masks (disposable or cloth)	31,200
Pairs of Disposable Gloves	31,200
Hand Sanitizer	81 gallons
Individual refillable hand sanitizer bottles	130

DISTRICT ATTORNEY

PPE TYPE	QUANTITY
Masks (disposable or cloth)	4,420
Hand Sanitizer	10.5 gallons
Individual refillable hand sanitizer bottles	39

EMERGENCY SERVICES DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	16,640
Pairs of Disposable Gloves	16,640
Hand Sanitizer	40 gallons
Individual refillable hand sanitizer bottles	64

FINANCE DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	3,120
Disinfecting Spray	1 gallon
Large roll paper towels	3
Hand Sanitizer	7.5 gallons
Individual refillable hand sanitizer bottles	12

INFORMATION TECHNOLOGY DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	260
Pairs of Disposable Gloves	260
Hand Sanitizer	6 gallons
Individual refillable hand sanitizer bottles	15

LAW DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	6,825
Hand Sanitizer	16.5 gallons
Individual refillable hand sanitizer bottles	35

MENTAL HEALTH DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	1,560
Hand Sanitizer	4 gallons
Individual refillable hand sanitizer bottles	9

OFFICE OF THE CIVIL DEFENDER

PPE TYPE	QUANTITY
Masks (disposable or cloth)	260
Pairs of Disposable Gloves	260
Hand Sanitizer	3 gallons
Individual refillable hand sanitizer bottles	12

PERSONNEL DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	1,170
Hand Sanitizer	6 gallons
Individual refillable hand sanitizer bottles	10

PISTOL PERMITS DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	520
Pairs of Disposable Gloves	520
Hand Sanitizer	1.5 gallons
Individual refillable hand sanitizer bottles	2

PLANNING DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	720
Hand Sanitizer	9 gallons
Individual refillable hand sanitizer bottles	14

PROBATION DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	5,980
Pairs of Disposable Gloves	5,980
Hand Sanitizer	14.5 gallons
Individual refillable hand sanitizer bottles	53

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PUBLIC DEFENDER – CRIMINAL

PPE TYPE	QUANTITY
Masks (disposable or cloth)	4,420
Hand Sanitizer	11 gallons
Individual refillable hand sanitizer bottles	27

PUBLIC HEALTH DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	16,120
Pairs of Disposable Gloves	16,120
Hand Sanitizer	38 gallons
Individual refillable hand sanitizer bottles	61

PURCHASING DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	2,340
Pairs of Disposable Gloves	2,340
Hand Sanitizer	6 gallons
Individual refillable hand sanitizer bottles	10

SHERIFF'S DEPARTMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	128,180
Pairs of Disposable Gloves	128,180
Hand Sanitizer	306 gallons
Individual refillable hand sanitizer bottles	493

WATER QUALITY AND WATER POLLUTION CONTROL

PPE TYPE	QUANTITY
Masks (disposable or cloth)	9,120
Pairs of Disposable Gloves	9,120
Reusable Face Shields	50
Reusable Goggles	50 pairs
Hand Sanitizer	24 gallons
Individual refillable hand sanitizer bottles	39

WEIGHTS AND MEASURES

PPE TYPE	QUANTITY
Masks (disposable or cloth)	480
Pairs of Disposable Gloves	480
Hand Sanitizer	1.5 gallons
Individual refillable hand sanitizer bottles	2

WORKFORCE DEVELOPMENT

PPE TYPE	QUANTITY
Masks (disposable or cloth)	520
Hand Sanitizer	1.5 gallons
Individual refillable hand sanitizer bottles	3

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Appendix E

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AIRPORT
WAYS & MEANS

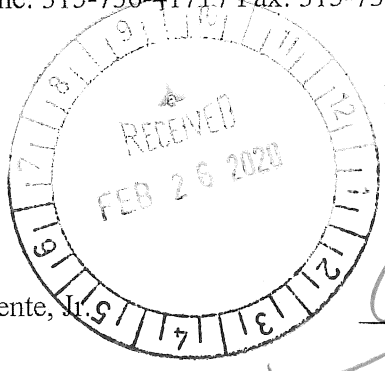
Griffiss International Airport



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

ANTHONY J. PICENTE, JR.
County Executive

EDWARD A. ARCURI
Interim Commissioner of Aviation



February 23, 2021

The Honorable Anthony J. Picente, Jr.
Oneida County Executive
Oneida County Office Building
800 Park Avenue, 10th Floor
Utica, New York 13501

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

Anthony J. Picente, Jr.
County Executive
Date 2-26-21

Re: Energy Performance Contract with C&S Operations, Inc. – Second Amendment

Dear County Executive Picente:

As you are aware, C&S Operations, Inc. has completed a significant amount of work and improvements to various facilities at Griffiss International Airport pursuant to an energy performance contract and a first amendment to the same. We now have an opportunity to enter into a second amendment of that energy performance contract that will allow the County to gain additional funding to complete additional improvements that include anechoic material in the West Bay of Building 100 that will complete the up-fit of that bay for SkyDome, a rehabilitation and up-fit of Building 41 to accommodate the space needs for NAVMAR Applied Sciences to occupy the entire building with a new project they will locate at the airport, and rehabilitation of Building 47 that will be occupied by MillionAir. The proposed additional work will be at a cost not to exceed \$7,067,000.00. The amendment to the energy performance contract is the first step in this process, and contains a provision that the agreement will not be considered executed until financing agreeable to the County is secured. A copy of the proposed agreement is enclosed herewith.

Amanda Cortese-Kolasz is currently working with Real Lease, Inc. and Crews and Associates on the legal documents for the financing mechanism which would include a refinance of the existing lease agreement. If this energy performance amendment is approved, the work to secure that finance will be completed and that agreement will then be presented for approval. The County currently owes \$22,263,194.30 under the original energy performance contract (including the interest to be paid). That agreement calls for annual payments of \$1,407,458.34 through 2034 with a fixed interest rate of 4.14%. The proposed amendment would increase the total amount to \$23,695,000 with an interest rate that varies from .7% to 2.875% over the years, resulting in a

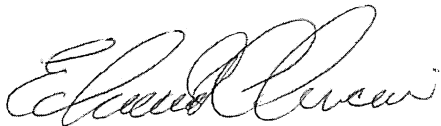
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blended interest rate of 2.56%. The payment term would be extended out five (5) years, with a final payment in 2039. Because the interest rate varies, the total annual payment will fluctuate, with the lowest payment representing an increase of \$188,890.41 above our current annual payment, and the highest payment representing an increase of \$193,334.16 above our current annual payment. There would be no impact on the 2021 budget, as our payment in 2021 will decrease slightly over that contained in the existing energy performance contract. Furthermore, the savings that we are already seeing with the work performed under the existing energy performance contract, coupled with the additional savings generated from this work, and the additional revenue these spaces will bring will pay for the modest increases we will incur in this refinancing.

Also enclosed is a Preliminary Engagement Letter & Disclosure by Underwriter from Crews & Associates required by regulations on the financial industry implemented by the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). This Preliminary Engagement Letter is required to allow Crews & Associates to provide advice concerning the structure, timing, terms, and other similar matters regarding the issuance of the Debt that would be involved in the proposed energy performance contract refinance. This Preliminary Engagement Letter is subject to the finalized structure of the Debt and the execution of a mutually agreed upon purchase agreement. This Preliminary Engagement letter is preliminary in nature, nonbinding, and may be terminated by the County or Crews & Associates at any time prior to the Debt being issued without any fees being owed by the County.

If the enclosed Second Amendment to the energy performance contract and the Preliminary Engagement Letter & Disclosure by Underwriter meets with your approval, please forward the same to the Board of Legislators for consideration at their next meeting. Should you have any questions or concerns, or should you require any additional information, please do not hesitate to contact me or Amanda Cortese-Kolasz.

Sincerely,



Edward A. Arcuri
Interim Commissioner of Aviation

Enclosures

Oneida Co. Department:

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

**ONEIDA COUNTY BOARD
OF LEGISLATORS**

Name & Address of Vendor:

C&S Operations, Inc
499 Col. Collins Blvd.
Syracuse , New York 13212

Title of Activity or Service:

Second Amendment to the Energy
Performance Contract

Proposed Dates of Operation:

Upon execution, through completion of
the task orders.

Client Population/Number to be Served: N/A

Summary Statements

- 1) Narrative Description of Proposed Services:
This amendment to this contract will allow for improvements to Buildings 41 and 47 for lessees Navmar and MillionAir, as well as improvements to the West Bay of Building 100.
- 2) Program/Service Objectives and Outcomes:
The objective is to increase revenues for the Airport
- 3) Program Design and Staffing: N/A

Total Funding Requested: \$7,067,000.00 Account #:5620.414

Oneida County Dept. Funding Recommendation: \$7,067,000.00

Proposed Funding Sources (Federal/ State/County): \$7,067,000.00

Cost Per Client Served: \$0.00

Past Performance Data: N/A

O.C. Department Staff Comments:

ELECTION COMMISSIONER CERTIFICATION

WAYS & MEANS

To the Clerk of the County (Board) (Legislature), County of Oneida.

I certify that:

At a meeting of the Democratic County Committee of the County of Oneida, or a duly constituted subcommittee thereof, as prescribed under NY State Election Law 3-204 paragraph 2, held on the 15th day of February, 2021, at Clinton, New York, under the provisions of the Election Law and rules of the County Committee, a quorum being present, Sarah F. Borman (name) residing at 68 Seneca Ave, Oneida Castle New York, 13421 (zip code), was recommended by a majority of said committee as a suitable and qualified person for appointment to the office of Commissioner of Elections,

___ for the term beginning January 1, ___

to fill an existing vacancy in said office for the remainder of the current term

and that said designee is a registered voter of the County of Oneida and a duly enrolled member of the Democratic Party.

Dated at Clinton, New York
February 16, 2021
(date)

William R. Thickstun
(Chairman or Secretary)

