

Agenda

Administrative Services Committee

December 12, 2022, 5:00 p.m., Legislative Chambers

Livestreamed on YouTube

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (11/7/22)
- C. Privilege of the Floor
 - 1. Local Law Intro 15-22 – A Local Law Providing for a Management Salary Plan for County Officers and Employees
 - 2. Local Law Intro 16-22 – A Local Law Providing for a Management Salary Plan for County Officers and Employees: Director of Real Property Tax Services III and Director of Human Resources
 - 3. Proposed Resolution – Confirm Re-Appointment - Chautauqua County Ethics Board
 - 4. Proposed Resolution – Authorize Transfer of Tax Foreclosure Property to Jamestown Urban Renewal Agency
 - 5. Proposed Resolution – Authorizing Increase in County Clerk Fees – Mortgage Tax
 - 6. Proposed Resolution – Setting Salary for Grant Specialist
 - 7. Discussion – Human Services Reorganization – County Executive Paul M. Wendel, Jr.
 - 8. Other –

LOCAL LAW
INTRODUCTORY NO. 15-22
CHAUTAUQUA COUNTY

A LOCAL LAW PROVIDING FOR A MANAGEMENT SALARY PLAN FOR COUNTY
OFFICERS AND EMPLOYEES

BE IT ENACTED, by the County Legislature of the County of Chautauqua, New York as follows:

Section 1. Purpose. This Local Law authorizes the payment of compensation needed to recruit and retain qualified offices and employees for the County of Chautauqua, and supersedes Local Law 7-1990, as amended, relating to the Management Salary Plan for certain County officers and employees. Appointing authorities retain the discretion to set salaries within specific ranges established hereunder, based on actual performance and not on the length of employment.

Section 2. Salary Levels. The annual salary level for County officers and employees within the titles specified below shall be in accordance with the following management salary schedule. The maximum level of the salary range shall be a cap on the amount which may be paid for a full year of service.

Range 1 \$40,076 - \$61,213

Range 2 \$43,478 - \$66,474

Range 3 \$46,873 - \$71,747

Range 4 \$50,272 - \$76,989

County Fire Coordinator
Deputy Director of Central Services (Office Services)
Special Projects Coordinator
Deputy County Clerk

Range 5 \$53,674 - \$82,248

Administrative Assistant (DPW)
Assistant to Commissioner of Social Services
Director of Emergency Management and Civil Defense
Director of Veterans' Services
Director, Chautauqua County Youth Bureau
Executive Assistant

Range 6 \$57,073 - \$87,514

Range 7 \$60,475 - \$92,778

Assistant Construction & Maintenance Supervisor
Assistant Deputy Director of Public Facilities (Buildings & Grounds)
Compliance/Privacy Officer
Deputy Director of Central Services (Purchasing)

Deputy Director of Finance
Deputy Director of Office for the Aging Services
Financial Analyst to Legislature
Food Service Director
Health Administrator
Probation Supervisor 1
Purchasing Manager
Safety Coordinator
Senior Personnel Technician

Range 8 \$63,879 - \$98,038

Director of Emergency Services
Director of Patient Services
Insurance Administrator

Range 9 \$67,272 - \$103,302

Assistant County Attorney
Assistant District Attorney
Assistant Public Defender
Assistant Social Services Attorney
Construction & Maintenance Supervisor
Deputy Probation Director (Group B)
Director of Administrative Services
Director of Central Services
Director of Certification
Director, NCLSD
Director of Office for the Aging
Director of Social Services
Epidemiology Manager
Manager of Airports
Mental Hygiene Program Coordinator
Sanitation Supervisor
Senior Personnel Technician/Deputy Director of Human Resources
Senior Project Coordinator (Transportation)

Range 10 \$70,676 - \$108,563

Corrections Lieutenant
Deputy Director of Planning
Deputy Director of Planning and Economic Development
Engineer III
First Deputy Director of Finance

Range 11 \$71,229 - \$113,826

Deputy Director of Community Mental Hygiene Services
Deputy Director of Public Facilities (Environment)
Deputy Director of Public Works (Transportation)
Deputy Public Health Director
Director of Environmental Health Services
Second Assistant County Attorney
Second Assistant District Attorney
Second Assistant Public Defender
Second Assistant Social Services Attorney

Warden

Range 12 \$77,475 - \$119,082

Budget Director
Deputy Commissioner of Social Services
Deputy Director of Public Facilities (Engineering)
Deputy Sheriff Captain
Director of Emergency Services and Workplace Safety
Director of Nursing Services
Director of Office of Management and Budget
Director of S&CCLSD
Public Health Director
Special Assistant for Medicaid

Range 13 \$80,875 - \$124,354

Assigned Counsel Administrator
Deputy County Executive for Economic Development
Director of Information Services
Director of Intermunicipal Services
Director of Planning
Director of Planning and Community Development
Director of Planning and Economic Development
First Assistant Social Services Attorney
Probation Director (Group B)

Range 14 \$84,282 - \$131,884

Chief Information Officer
Commissioner of Social Services
Director of Health Services
Undersheriff
Director of Community Mental Hygiene Services
Director of Finance

Range 15 \$87,692 - \$139,414

First Assistant County Attorney
First Assistant District Attorney
First Assistant Public Defender
Legal Counsel to the Legislature
Social Services Attorney
Director of Public Facilities

Range 16 \$91,102 - \$146,944

Commissioner of Health Services
Director of Health and Human Services
Director of Mental Hygiene and Social Services

Range 17 \$94,512 - \$154,474

County Attorney

Range 18 \$97,922 - \$162,004

NON-SCHEDULED RANGES

Title	Range
Child Psychiatrist	\$180,049 to \$264,967
Deputy County Executive (In addition to regular salary of designated department head)	\$7,436 to \$30,000
Physician	\$98,851 to \$247,752
Chief Medical Officer	\$175,000 to \$400,000
Supervising Clinical Psychologist	\$92,253 to \$153,003

Section 3. Severability. In the event any provisions or part of this Local Law shall for any reason be adjudged invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remainder of the Local Law.

Section 4. Effective Date. This Local Law shall become effective upon filing with the Secretary of State.

Sponsors: Chairman Pierre Chagnon, Legislator Tom Harmon, and Legislator Robert Bankoski

LOCAL LAW
INTRODUCTORY NO. 16-22
CHAUTAUQUA COUNTY

A LOCAL LAW PROVIDING FOR A MANAGEMENT SALARY PLAN FOR COUNTY OFFICERS AND EMPLOYEES: DIRECTOR OF REAL PROPERTY TAX SERVICES III and DIRECTOR OF HUMAN RESOURCES

BE IT ENACTED, by the County Legislature of the County of Chautauqua, New York as follows:

Section 1. Purpose. This Local Law authorizes the payment of compensation needed to recruit and retain qualified offices and employees for the County of Chautauqua, and supersedes Local Law 7-1990, as amended, relating to the Management Salary Plan for certain County officers and employees. Appointing authorities retain the discretion to set salaries within specific ranges established hereunder, based on actual performance and not on the length of employment.

Section 2. Salary Levels. The annual salary level for County officers and employees within the titles specified below shall be in accordance with the following management salary schedule. The maximum level of the salary range shall be a cap on the amount which may be paid for a full year of service.

Range 10 \$70,676 - \$108,563

Director of Real Property Tax Services III

Range 14 \$84,282 - \$131,884

Director of Human Resources

Section 3. Severability. In the event any provisions or part of this Local Law shall for any reason be adjudged invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remainder of the Local Law.

Section 4. Effective Date. This Local Law shall become effective forty-five (45) days after adoption, or upon approval by a majority of the qualified electors in the event a permissive referendum is held in accordance with the Municipal Home Rule Law.

Sponsors: Chairman Pierre Chagnon, Legislator Tom Harmon, and Legislator Robert Bankoski

CHAUTAUQUA COUNTY
RESOLUTION NO. _____

TITLE: Confirm Re-Appointment - Chautauqua County Ethics Board

BY: Administrative Services Committee:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, County Executive Paul M. Wendel, Jr. has submitted the following re-appointment for action by the Chautauqua County Legislature; therefore be it

RESOLVED, That the Chautauqua County Legislature does hereby confirm the following re-appointment to the Chautauqua County Planning Board.

John Marengo
156 Whitehill Ave.
Jamestown, NY 14701
Term Expires: 1/31/26
(Re-Appointment)

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Authorize Transfer of Tax Foreclosure Property to Jamestown Urban Renewal Agency

BY: Administrative Services Committee and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, pursuant to Resolution 110-17, the County Legislature established a policy regarding disposition of tax foreclosure parcels, but retained authority to impose special requirements, terms, and conditions for the sale of particular tax parcels and determine in its sole discretion to whom a particular tax parcel will be sold; and

WHEREAS, the Jamestown Urban Renewal Agency has requested transfer of certain tax foreclosed properties for redevelopment or blight eradication; therefore be it

RESOLVED, That the Chautauqua County Legislature hereby authorizes the transfer of the County’s property interest in tax parcels as set out below to the Jamestown Urban Renewal Agency, with JURA responsible for any applicable real property taxes commencing with the 2022-23 school taxes; and be it further

RESOLVED, That the County Executive is hereby authorized to negotiate additional terms and conditions, enter into any necessary agreements, and execute all documents necessary to accomplish the aforementioned transaction.

Offer Number	Municipality	S/B/L	Property Location	Type
PA-172-2022	City of Jamestown	060800-387.05-2-6	511 Hallock St	Single Family Residence
PA-175-2022	City of Jamestown	060800-387.05-6-9	49 Utica St	Single Family Residence
PA-176-2022	City of Jamestown	060800-387.06-1-20	Clinton St	Vacant Commercial Land
PA-179-2022	City of Jamestown	060800-387.06-2-48	Isabella Ave	Residential Vacant Land
PA-180-2022	City of Jamestown	060800-387.06-2-49	902 Clinton St	Vacant Commercial Land
PA-189-2022	City of Jamestown	060800-387.06-7-32	810 N. Main St	Single Family Residence
PA-227-2022	City of Jamestown	060800-387.08-7-14	20 Johnson St	Single Family Residence
PA-242-2022	City of Jamestown	060800-387.09-2-49	Catlin Ave	Residential Vacant Land
PA-243-2022	City of Jamestown	060800-387.09-2-51	18 Catlin Ave	Single Family Residence
PA-251-2022	City of Jamestown	060800-387.12-1-12	Allen St	Residential Vacant Land
PA-252-2022	City of Jamestown	060800-387.12-1-13	Allen St	Residential Vacant Land
PA-256-2022	City of Jamestown	060800-387.12-1-8	Allen St	Vacant Commercial Land
PA-62-2015	City of Jamestown	060800-387.12-1-9	Allen St	Vacant Industrial Land
PA-303-2022	City of Jamestown	060800-387.14-8-39	58 Cowden Pl	Single Family Residence
PA-313-2022	City of Jamestown	060800-387.16-5-31	73 Beech St	Two Family Residence
PA-316-2022	City of Jamestown	060800-387.18-3-17	Charles St	Residential Vacant Land
PA-317-2022	City of Jamestown	060800-387.18-3-18	Charles St	Residential Vacant Land
PA-325-2022	City of Jamestown	060800-387.19-1-7	114 Park St	Single Family Residence
PA-328-2022	City of Jamestown	060800-387.19-3-19	177 Barker St	Single Family Residence
PA-329-2022	City of Jamestown	060800-387.19-4-46	269 Broadhead Ave	Single Family Residence
PA-335-2022	City of Jamestown	060800-387.19-8-18	71 Barker St	Single Family Residence
PA-368-2022	City of Jamestown	060800-387.33-1-5	Spring St	Residential Vacant Land
PA-388-2022	City of Jamestown	060800-387.41-2-12	E 2nd St	Vacant Commercial Land
PA-389-2022	City of Jamestown	060800-387.41-3-13	232-234 E 2nd St	Attached Row Building
PA-413-2022	City of Jamestown	060800-404.07-4-9	94 Howard St	Single Family Residence

**APPROVED
VETOES (VETO MESSAGE ATTACHED)**

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Authorizing Increase in County Clerk Fees – Mortgage Tax

BY: Administrative Services and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, in accordance with Article 11, Section 250-267 of the Tax Law, the County Clerk is charged with the collection and administration of Mortgage Tax monies; and

WHEREAS, Section 262 of the Tax Law authorizes reimbursement of costs associated with the collection and administration of Mortgage Tax monies; and

WHEREAS, the County Clerk currently receives the amount of \$73,176 annually, or \$6,098 monthly, for the collection and administration of mortgage tax monies; and

WHEREAS, a search of legislative records could not determine the date on which this amount had been set, however this amount was in effect in June 2011 when the County Clerk began using the IQS software system; and

WHEREAS, this means the amount retained by the County Clerk has not been adjusted to reflect the actual cost of administration in more than 11 years; and

WHEREAS, the County Clerk determined that the actual cost of collection and administration of Mortgage Tax monies is now \$141,804.08 annually; now therefore be it

RESOLVED, That the Chautauqua County Legislature does hereby authorize the County Clerk's Mortgage Tax fee be raised to \$141,804.08 annually, effective March 01, 2023, and directs the County Clerk to deduct this amount from the Mortgage Taxes collected in the amount of \$11,817 monthly; and be it further

RESOLVED, That a certified copy of this resolution be forwarded to the New York State Department of Taxation and Finance for approval.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Setting Salary for Grant Specialist

BY: Administrative Services, Public Safety & Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel Jr.:

WHEREAS, the Public Defender has requested that salary be set for a new position responsible for assisting in the administration of grant funding for the department, and

WHEREAS, the Human Resources Department has classified the position as Grant Specialist and supports the request that the salary be set at CSEA 6300 Grade 15, therefore be it

RESOLVED, That the title of Grant Specialist be added to the CSEA 6300 Salary Plan at Grade 15.

Grade 15: (2022: \$22.65 - \$28.80 per hour)
(2023: \$23.33 - \$29.66 per hour)

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date



CHAUTAUQUA COUNTY OFFICE OF THE COUNTY EXECUTIVE

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PAUL M. WENDEL, JR.
County Executive

FOR IMMEDIATE RELEASE
December 6, 2022

Contact: PJ Wendel
(716) 420-1010

COUNTY EXECUTIVE ANNOUNCES REORGANIZATION OF CHAUTAUQUA COUNTY HUMAN SERVICES PROGRAMS

**Social Services' Divisions Integrate with Department of Mental Hygiene to Form New
Department of Mental Hygiene and Social Services**

**Wendel Announces New Leadership Structure for Department of Mental Hygiene and Social
Services and Department of Health**

MAYVILLE, N.Y.: -- Chautauqua County Executive Paul M. Wendel, Jr. has announced the reorganization of Chautauqua County's three largest human services programs.

The Chautauqua County Department of Health and Human Services (DHHS) was first formed in 2011 when the County merged its Department of Health and Department of Social Services.

"For 11 years, the County has operated with a Department of Health and Human Services, but I believe our programs and services will be better aligned and further enhanced by separating this pre-existing department and creating a new structure for the delivery of these services," said Wendel. "I am excited to announce our new plan going forward that involves the restructuring of our current DHHS services and also includes an integration with a current county department." The five social service divisions of DHHS, including the divisions of Family and Children's Services, and Transitional and Medical Assistance, will integrate with the Chautauqua County Department of Mental Hygiene to form the Chautauqua County Department of Mental Hygiene and Social Services. In addition, the DHHS Division of Health will once again be a stand-alone department as the Chautauqua County Department of Health, to include all County public health and disease prevention programs, Environmental Health Services, Coroners, and providing medical services to the County Jail and County Emergency Services.

These changes, which are subject to the review of the Chautauqua County Legislature and New York State, are desired to take effect in early 2023.

“This new structure will provide a stronger and more efficient way for our current employees to deliver human services to Chautauqua County residents,” said Wendel. “Many individuals and families often receive services from multiple areas of County Government and this restructuring will better integrate our mental hygiene and social services so that we are working on a united front to provide timely, accessible and quality care to County residents as we maximize our partnerships and improve community support systems. The planning behind this integration has been in the works for many months and the teams on both sides have worked diligently from the very beginning to make sure this is a right fit for our County. I am pleased to see how organically this plan has taken root with our mental hygiene department and social services divisions.”

Wendel also announced new leadership for these departments once the reorganization changes go into effect. Carmelo Hernandez will serve as Director of the Department of Mental Hygiene and Social Services and Dr. Michael Faulk will serve as Chautauqua County’s Chief Medical Officer and head of the Department of Health.

Since September 2021, Hernandez has served as the Director of Community Mental Hygiene Services for the Chautauqua County Department of Mental Hygiene. He has a diverse background in mental health services as he previously served as a lead therapist at Alssaro Counseling Services in New Rochelle, N.Y., a mental health consultant at WestCOP in Westchester, N.Y., program manager for Wediko Children’s Services, and a combat stress recovery specialist for the Wounded Warrior Project.

“In a short amount of time, Carmelo has proven to be a strong leader, collaborator and advocate for mental hygiene services in our County,” said Wendel. “His backgrounds in social services and mental hygiene services make him an excellent proponent to make this new integration successful.”

Hernandez earned his Bachelor’s Degree in Social Work and Master’s Degree in Organizational Leadership at Mercy College in Dobbs Ferry, N.Y. He also holds a Master’s Degree in Social Work from New York University in New York, N.Y. Hernandez is also a certified Licensed Master Social Worker. He currently resides in Westfield, N.Y.

In his new role, Hernandez will provide administrative oversight for mental hygiene and social services. This includes ultimate responsibility for day-to-day operations thus ensuing quality service to the community while meeting state and federal mandates for each program.

“I look forward to continuing my leadership role with our division of mental hygiene services and working with my new colleagues in the social services divisions,” said Hernandez. “This restructuring will better integrate mental hygiene and social services so we can ensure our clients receive the best possible experience while we continue to support their journey for hope, wellness, recovery and resiliency.”

Faulk has served as Physician in the Chautauqua County Department of Health and Human Services’ Division of Medical Examiners and Coroners since January 2019. He also currently serves as Medical Director of Integrated Acute Care for US Acute Care Solutions at Warren General Hospital, and Associate Medical Director for Public Safety for the Cattaraugus County Sheriff’s Office. Faulk previously served as Emergency Physician and Medical Director of the Emergency Department at UPMC Chautauqua WCA, Emergency Physician and Medical Director of the Emergency Department at Warren General Hospital, and Emergency Physician at UPMC Hamot.

“Mike’s vast experience and background in many of our emergency medical services, medical and clinic services proves he is a worthy leader as we once again return to a separate department of health,” said Wendel. “Mike has worked very hard over his past three years with the County, and I am proud to promote someone who has proven himself in our organization.”

Faulk has his board certifications in Emergency Medicine from the American Board of Emergency Medicine and in Emergency Medical Services from the American Board of Medical Specialties.

Faulk received his Bachelor’s Degree in Biology at North Park University in Chicago, Ill.; his Master’s Degree in Radiology Physics at Wayne State University in Detroit, Mich.; his Doctor of Medicine at the American University of the Caribbean School of Medicine in St. Maarten, Netherlands Antilles, and his Emergency Medicine Residency at Penn State Hershey Medical Center in Hershey, Pa. He currently resides in Jamestown, N.Y.

"I deeply appreciate the opportunity to serve our community in this role," said Faulk. "Having oversight over the many facets of medical care the County provides will foster improved collaboration while striving to provide our residents with the highest quality public health services. I am both honored and humbled to have been asked to step into this unique role and lead what I already know to be a dedicated and talented team of professionals within the Health Department, Coroners Program, County Jail and Emergency Medical Services. After spending the last 15 years providing Emergency and Acute care across this region, I hope to apply this knowledge and experience in a broad manner to not only help solve some of our most important challenges affecting the health and wellness of our community but also to earn the trust of our residents."

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Proposed Administrative Code Revisions: Human Services 12/6/22

Article 5

HUMAN SERVICES

The Director of the Department of Mental Hygiene and Social Services (MHSS) shall be a member of the County Executive's Cabinet from the Human Services branch of County government. Such Cabinet member shall be the designated representative of the following Human Services general administrative units: Department of Mental Hygiene and Social Services (MHSS), Department of Health, Office of Probation, Office for Aging Services, Veterans Service Agency and Emergency Services.

Section 5.00 Department of Mental Hygiene and Social Services

Section 5.01 Powers and Duties of Director of Mental Hygiene and Social Services

Section 5.02 Division of Mental Hygiene

Section 5.03 Division of Family and Children's Services

Section 5.04 Division of Transitional and Medical Assistance

Section 5.05 Division of Administrative Services

Section 5.06 Division of Legal Affairs

Section 5.07 Division of Youth Bureau

Section 5.00 Department of Mental Hygiene and Social Services; Organization

There shall be a Department of Mental Hygiene and Social Services, as required and authorized by New York State Law for the coordination of mental hygiene programs and all County mental hygiene facilities under the Department's care and for the administration of public assistance and care for which the County Public Welfare District is responsible. Its Director shall be appointed by the County Executive in accordance with New York State Mental Hygiene and Social Services Laws and shall serve for a period of five (5) years in accordance with New York State Social Services Law. The Department shall be organized into these divisions, or such other divisions as required by New York State Law for the separation of social services from eligibility and assistance payment functions:

Division of Mental Hygiene

Division of Family and Children's Services

Division of Transitional and Medical Assistance

Division of Administrative Services

Division of Legal Affairs

Division of Youth Bureau

In addition, certain staff functions such as Staff Development will operate directly under the Director of Mental Hygiene and Social Services.

Section 5.01 Powers and Duties of the Director of Mental Hygiene and Social Services

The Director of Mental Hygiene and Social Services shall have all the powers and duties and shall be subject to all the obligations and liabilities heretofore or hereafter lawfully granted or imposed by the County Charter, this Code, local law, ordinance or resolution of the Legislature, order or direction of the County Executive, or any applicable provision of any act of the State Legislature not inconsistent with the County Charter or this Code. Such powers and duties, obligations and liabilities shall include but shall not be limited to any power, duty, obligation or liability granted or imposed upon a County Commissioner of Social Services and County Director of Community Mental Hygiene Services by the Social Services Law, Mental Hygiene Law, or any other applicable law. The Director may appoint such deputies, directors, assistants, officers and employees, and employ such consultants as may be necessary for the performance of the duties.

The Director of Mental Hygiene and Social Services shall possess at the time of appointment and maintain throughout the term all qualifications and licenses prescribed by the Mental Hygiene Law and the rules and regulations adopted pursuant thereto by the New York State Department of Mental Hygiene. The Director shall designate in writing filed with the County Executive and filed in such other places as may be required by the Mental Hygiene Law or any other applicable law, the order in which such deputies shall exercise the powers and duties of the Director of Community Mental Hygiene Services in the event of a vacancy or in the absence of the Director from the County or inability to perform the duties of the office. The Director shall have charge of the County mental health, alcohol and substance abuse clinics, and any other facility related to outpatient community mental hygiene programs hereafter established by the County.

In addition to such applicable state requirements, the Director of Mental Hygiene and Social Services shall endeavor to coordinate such other government and private agency programs with County programs so as to most effectively serve those in need and unable to provide for themselves, including the financially and health challenged.

The Director of Mental Hygiene and Social Services may designate a Deputy Commissioner of Social Services who shall assume the power and duties of a Commissioner of Social Services in the Director of Mental Hygiene and Social Services' absence and who shall be assigned such line and staff functions as designated by the Director of Mental Hygiene and Social Services.

Section 5.02 Division of Mental Hygiene

There shall be a Division of Mental Hygiene that will implement mental hygiene programs and all County mental hygiene facilities; collaborate with other public and private mental hygiene agencies throughout the County; assign programs to and supervise and maintain a mental hygiene education program; and engage in planning activities to meet anticipated mental hygiene needs.

There may be an advisory community services board, designated as the Chautauqua County Community Services Board, composed of at least nine (9) and not more than fifteen (15) members appointed by the County Executive for a four (4) year term and approved by the Legislature. Its purposes shall be to review and evaluate community mental hygiene services and facilities, recommend policies and procedure to the Division of Mental Hygiene and other Mental Hygiene Agencies and to perform such other acts appropriate to improving the effectiveness of mental hygiene services in the County.

Section 5.03 Division of Family and Children's Services

The Division of Family and Children's Services, or such other separate unit as required by New York State Law, shall provide a variety of services designed to preserve the home and protect children, as needed, including: providing child protective services; adult protection services; counseling and adoption services; and such

other duties as assigned by the Director of Health and Human Services. It may be directed by a Director of Family and Children's Services, appointed by the Director of Mental Hygiene and Social Services.

Section 5.04 Division of Transitional and Medical Assistance

The Transitional Assistance unit, or such other separate unit as required by New York State Law, shall act as a vehicle through which various monetary assistance programs are disbursed. These will include, but not be limited to, supplemental income; food stamps, and family assistance and safety net assistance, or such other names as designated by Federal, State or County regulations. Its responsibilities and duties shall include determining individual and family eligibility, establishing the extent of aid, checking for false claims and establishing renewal periods, and such other duties as assigned by the Director of Mental Hygiene and Social Services. It may be headed by a Director of Transitional Assistance, appointed by the Director of Mental Hygiene and Social Services.

The Medical Assistance unit, or such other separate unit as required by New York State Law, shall be responsible for all programs of the Department of Social Services through which moneys are disbursed for medical, or medically-related needs of the client. These will include, but not be limited to, Medicaid, Health Maintenance Organizations (HMO's), Managed Care Programs, and the Community Alternative Systems Agency (CASA). The Division's responsibilities and duties shall include determining individual eligibility for medical programs; establishing the extent of aid; checking for false claims; establishing renewal periods; provider relations; medical accounting; and such other duties as assigned by the Director of Mental Hygiene and Social Services . The Division may be directed by a Director of Medical Assistance, appointed by the Director of Mental Hygiene and Social Services.

Section 5.05 Division of Administrative Services

The Division of Administrative Services may be responsible for auditing and certifying program payment claims for State programs, maintaining client eligibility and payment records, assisting with the maintenance of staff payroll and personnel records, fulfilling the personnel liaison function of the department with the centralized Human Resources Department, accumulating statistics, making required State and County reports, and such other functions as designated by the Director of Mental Hygiene and Social Services. It may be directed by a Director of Administrative Services, appointed by the Director of Mental Hygiene and Social Services.

Section 5.06 Division of Legal Affairs

The Division of Legal Affairs may be responsible for providing legal advice or opinion to the Director of Mental Hygiene and Social Services or staff in relation to the social services district functions of the Department. Such division may be directed by a Social Services Attorney, appointed by the Director of Mental Hygiene and Social Services with the advice and consent of the County Attorney. The Director of Mental Hygiene and Social Services shall also appoint such other attorneys as necessary, subject to approval of the County Attorney, and the Chautauqua County Department of Law may also provide legal services to the Department. In addition to legal services relating to the social services district functions of the Department, the attorneys of the Division of Legal Affairs may be deputized by the County Attorney to perform duties on behalf of other County human services departments.

All attorneys within the Division of Legal Affairs will be subject to all the limitations and liabilities of the Social Services Laws and have such powers and duties as therein defined, subject to such limitations as imposed by the Charter, this Code, and legislative laws and resolutions.

Section 5.07 Division of Youth Bureau

There may be a Youth Bureau to perform the duties as may be prescribed by the County Legislature, County Executive or law. Its Director shall serve at the pleasure of the County Executive. There may be a Youth

Advisory Board, appointed by the County Executive subject to confirmation by the County Legislature, to perform the duties as may be prescribed by the County Legislature, County Executive or law.

Section 5.08 Department of Health

Section 5.09 Powers and Duties of the Chief Medical Officer

Section 5.10 Chautauqua County Board of Health

Section 5.11 Division of Coroners

Section 5.08 Department of Health

There may be a Department of Health. The County Executive may appoint a physician licensed to practice medicine in New York State as the Chief Medical Officer to serve as the head of the Department. Such Chief Medical Officer shall have and be accorded the associated powers and duties; and be subject to the obligations and liabilities heretofore or hereafter lawfully granted or imposed by the County Charter, this Code, local laws, or any applicable provisions of any act of the State Legislature not inconsistent with the County Charter or this Code. The Department of Health shall have a Division of Coroners, and provide medical services to the County Jail and County Emergency Services, including Emergency Medical Dispatch.

Section 5.09 Powers and Duties of the Chief Medical Officer

The Chief Medical Officer may be responsible for coordinating the programs of the Department of Health and all County health facilities under the Department's care, with other County health programs and other public and private health agencies throughout the County; assigning programs to and supervising and maintaining a public health education program; and planning to meet anticipated health needs. The Chief Medical Officer shall also oversee the Division of Coroners, medical services for the County Jail, and medical services for County Emergency Services, including Emergency Medical Dispatch. Within budget appropriations, the Chief Medical Officer may appoint such officers and employees, including physicians, as may be necessary for the performance of the duties of the office and as shall be authorized by the County Executive.

If necessary to meet the requirements of New York State law, the Chief Medical Officer shall appoint a Public Health Director to fill the functions of a deputy director, and such Public Health Director shall perform the duties prescribed by law in the administration of Public Health and the enforcement of the Chautauqua County Health District Sanitary Code and the New York State Sanitary Code as may be required.

The Chief Medical Officer may appoint a Director of Environmental Health Services who shall be responsible, under the direction of the Chief Medical Officer and Public Health Director, for the enforcement of the Chautauqua County Health District Sanitary Code and the New York State Sanitary Code and other duties as prescribed by the Chief Medical Officer and Public Health Director.

Section 5.10 Chautauqua County Board of Health

There shall be a Chautauqua County Board of Health composed of nine members appointed by the County Executive for a six-year term, and approved by the Legislature. Its purpose shall be to formulate, promulgate, adopt and publish rules, regulations, orders and directions for the security of life and health in the Chautauqua Health District, under provisions of the Public Health Law.

Section 5.11 Division of Coroners

The Division of Coroners is responsible for administration of the County's Coroner program. Coroners may be recommended by the Chief Medical Officer, and shall be appointed by and serve at the pleasure of the County Executive, subject to confirmation by the County Legislature. Coroners shall take direction from and report to the Chief Medical Officer, and shall comply with such Director's policies and procedures. Notwithstanding any provision in State law to the contrary, coroner compensation may be by salary, by hourly, per diem, or per case rate, or by any other method approved by the County Legislature. The Division of Coroners may secure the services of one or more coroner's physicians, and other program-related services, as needed within budget appropriations, and as approved by the Chief Medical Officer. Notwithstanding any provision in State law to the contrary, the Chief Medical Officer shall be empowered to determine when a coroner's physician shall be required to go to the place where the decedent is located, and when a coroner's physician is required to jointly take charge of, and /or assist a coroner with the removal and transport of the decedent, and when a coroner's physician shall assist law enforcement agencies with further investigative efforts.

Section 5.12 Office of Probation

There shall be an Office of Probation. Its Director shall be appointed by the County Executive and shall serve at the pleasure of the County Executive. The Director of Probation shall have all powers and duties conferred upon such Director by the Charter, this Code, local law, ordinance or resolution of the Legislature, order or direction of the County Executive, by Sections 256 and 257 of State Executive Law and by any other applicable section thereof or any other applicable law not inconsistent with the County Charter or this Code.

Section 5.13 Office for Aging Services

There may be an Office for Aging Services to perform the duties as may be prescribed by the Chautauqua County Legislature, County Executive or law. Its Director shall serve at the pleasure of the County Executive.

(a) Office for Aging Services Advisory Board

There may be an Office for Aging Services Advisory Board, appointed by the County Executive subject to confirmation by the County Legislature to perform the duties as may be prescribed by the County Legislature, County Executive or law.

Section 5.14 Veterans Service Agency

There may be a Veterans Service Agency to perform the duties as may be prescribed by the County Legislature, County Executive or law. Its Director shall be appointed by the County Executive and shall serve at the pleasure of the County Executive

Section 5.15 Emergency Services.

There may be a Director of Emergency Services, appointed by the County Executive and serve at the pleasure of the County Executive, to perform the duties as may be prescribed by the County Legislature, County Executive or law. Such duties may include administration of county programs for fire training and mutual aid in cases of fire or other emergencies necessitating the services of firefighters. The Director of Emergency Services may be designated to act as a liaison among the County Executive, County Legislature and the County Fire Advisory Board and the firefighting forces in the county and the officers and governing boards or bodies thereof.