

Agenda

Administrative Services Committee

May 13, 2024, 5:00 p.m., Legislative Chambers

Livestreamed on YouTube

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (03/18/24)
- C. Privilege of the Floor
 - 1. Proposed Resolution – Amend 2024 Budget for use of the Amended Technology Innovations and Election Resource Grant Award from the New York State Board of Elections
 - 2. Proposed Resolution – FY21 Cyber Security Grant Program
 - 3. Proposed Resolution – Distribution of Mortgage Taxes
 - 4. Proposed Resolution – Reallocating Salary Grade for Licensed Practical Nurse II (County Jail), Registered Professional Nurse II (County Jail), Registered Nurse Supervisor I (County Jail) and Registered Nurse Supervisor IV (Public Health)
 - 5. Proposed Resolution – Setting Salary for Grant Coordinator
 - 6. Proposed Resolution – Setting Salary for Senior Grant Coordinator
 - 7. Other –

CHAUTAUQUA COUNTY
RESOLUTION NO. _____

TITLE: Amend 2024 Budget for use of the Amended Technology Innovations and Election Resource Grant Award from the New York State Board of Elections

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, pursuant to Resolution 186-23, the Chautauqua County Board of Elections received notice that the New York State Board of Elections amended the Technology Innovations and Election Resource Grant; and

WHEREAS, the State of New York will provide additional funding for a grant in the amount of \$104,015.29 for Contract #C004349-1110000 for the performance period of January 28, 2023 through January 28, 2024; and

WHEREAS, these funds will be used by the Chautauqua County Board of Elections for actual expenses related to technology updates and equipment; and

WHEREAS, expenditures associated with this grant were not incurred until January 2024 and the revenues and expenditures were not included in the 2024 Adopted Budget; now therefore be it

RESOLVED, That the Director of Finance is hereby directed to make the following changes to the 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT:

A.1450. ----.2	Equipment—Board of Elections	\$104,016
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INCREASE REVENUE ACCOUNT:

A.1450.R308.9007	NYS Aid—Other State Aid: Elections Grt	\$104,016
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: FY21 Cyber Security Grant Program

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, Chautauqua County Information Services was awarded funds in the amount of \$50,000 under the FY21 Cyber Security Grant Program, funded by the federal Homeland Security Grant Program (HSGP) from Federal Emergency Management Agency (FEMA) and administered by the NYS Division of Homeland Security and Emergency Services (DHSES); and

WHEREAS, the grant will be used to continue the implementation of various cyber security technologies currently in use by the County; and

WHEREAS, the grant period runs from April 1, 2024 through August 31, 2025 and the grant was not included in the 2024 Adopted Budget; now therefore be it

RESOLVED, That the County Executive is hereby authorized to execute all necessary agreements to accept the award and subsequent changes to work plans if necessary; and be it further

RESOLVED, That the Director of Finance is hereby directed to make the following changes to the 2024 Adopted Budget:

INCREASE APPROPRIATION ACCOUNT:

A.1680.----.4	Contractual—Information Technology	\$50,000
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INCREASE REVENUE ACCOUNT:

A.1680.----.R408.9000	Federal Aid—Other Federal Aid	\$50,000
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APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Distribution of Mortgage Taxes

BY: Administrative Services and Audit & Control Committees:

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

RESOLVED, That the Clerk of the County Legislature of Chautauqua County be and hereby is authorized and directed to compute the amount of Mortgage Tax Monies due the various municipalities under Section 261 of the Tax Law and to draw the warrant or order on the Director of Finance for the distribution to said municipalities of all monies due pursuant to said act and to do all things required to be done by the Board of Legislators as required by Law:

<u>Town</u>		<u>City</u>		<u>Village</u>		<u>Grand Total</u>
Arkwright	\$1,445.50	Dunkirk	\$41,722.82	Bemus Point	\$9,699.30	\$866,209.05
Busti	\$61,326.09	Jamestown	<u>\$104,499.06</u>	Brocton	\$1,399.66	
Carroll	\$10,275.61		\$146,221.88	Cassadaga	\$1,422.42	
Charlotte	\$4,781.27			Celoron	\$4,698.03	
Chautauqua	\$36,118.69			Falconer	\$6,788.10	
Cherry Creek	\$7,855.39			Fredonia	\$33,465.85	
Clymer	\$11,302.49			Lakewood	\$18,163.62	
Dunkirk	\$8,457.14			Mayville	\$2,897.90	
Ellery	\$144,840.33			Panama	\$1,205.60	
Ellicott	\$61,398.56			Sherman	\$846.61	
Ellington	\$1,520.78			Silver Creek	\$3,853.84	
French Creek	\$21,495.64			Sinclairville	\$909.16	
Gerry	\$11,671.05			Westfield	<u>\$9,524.49</u>	
Hanover	\$34,453.21				\$94,874.59	
Harmony	\$10,297.69					
Kiantone	\$6,886.32					
Mina	\$12,752.39					
North Harmony	\$17,825.10					
Poland	\$7,530.65					
Pomfret	\$66,832.88					
Portland	\$15,406.26					
Ripley	\$8,181.69					
Sheridan	\$14,383.42					
Sherman	\$4,667.07					
Stockton	\$8,911.96					
Villanova	\$8,400.21					
Westfield	<u>\$26,095.20</u>					
	\$625,112.58					

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Reallocating Salary Grade for Licensed Practical Nurse II (County Jail), Registered Professional Nurse II (County Jail), Registered Nurse Supervisor I (County Jail) and Registered Nurse Supervisor IV (Public Health)

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the Health Department requested a review of the Licensed Practical Nurse II (County Jail), Registered Professional Nurse II (County Jail), Registered Nurse Supervisor I (County Jail) and Registered Nurse Supervisor IV (Public Health) salary grades; and

WHEREAS, the Human Resources staff reviewed the salary grade and duties currently being performed by Licensed Practical Nurse II (County Jail), Registered Professional Nurse II (County Jail), Registered Nurse Supervisor I (County Jail) and Registered Nurse Supervisor IV (Public Health) positions as compared to similar positions in that department; and

WHEREAS, the positions of Licensed Practical Nurse II (County Jail), Registered Professional Nurse II (County Jail), Registered Nurse Supervisor I (County Jail) and Registered Nurse Supervisor IV (Public Health) are covered by the terms of the CSEA 6300 Agreement and are allocated to Grade 14, Grade 19, Grade 21, and Grade 27; respectively, of the CSEA 6300 salary schedule; and

WHEREAS, the Human Resources staff has recommended that Licensed Practical Nurse II (County Jail) position be increased two (2) grades, the Registered Nurse Supervisor I (County Jail) position be increased five (5) grades and the remaining two (2) positions be increased four (4) grades on the CSEA 6300 salary schedule; and

WHEREAS, the Reallocation Committee as defined by the CSEA Unit 6300 Collective Bargaining Agreement, comprised of the County Executive, Director of Human Resources, and President of CSEA Unit 6300, met and approved the recommended grade changes; now therefore be it

RESOLVED, That the title of Licensed Practical Nurse II (County Jail), currently allocated to salary grade 14 shall be reallocated to salary grade 16; and be it also

RESOLVED, That the title of Registered Professional Nurse II (County Jail) currently allocated to salary grade 19 shall be reallocated to salary grade 23; and be it also

RESOLVED, That the title of Registered Nurse Supervisor I (County Jail) currently allocated to salary grade 21 shall be reallocated to salary grade 26; and be it also

RESOLVED, That the title of Registered Nurse Supervisor IV (Public Health) currently allocated to salary grade 27 shall be reallocated to salary grade 31.

2024 CSEA 6300 SALARY SCHEDULE									
Grade	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
14	\$ 24.30	\$ 25.34	\$ 26.21	\$ 27.04	\$ 27.94	\$ 28.94	\$ 29.81	\$ 30.70	\$ 31.62
16	\$ 25.87	\$ 27.04	\$ 27.94	\$ 28.94	\$ 29.99	\$ 30.98	\$ 31.91	\$ 32.87	\$ 33.86
19	\$ 28.71	\$ 29.99	\$ 30.98	\$ 32.11	\$ 33.26	\$ 34.52	\$ 35.56	\$ 36.63	\$ 37.73
21	\$ 30.76	\$ 32.11	\$ 33.26	\$ 34.52	\$ 35.77	\$ 37.14	\$ 38.25	\$ 39.40	\$ 40.58
23	\$ 32.97	\$ 34.52	\$ 35.77	\$ 37.14	\$ 38.63	\$ 40.10	\$ 41.30	\$ 42.54	\$ 43.82
26	\$ 36.90	\$ 38.63	\$ 40.10	\$ 41.62	\$ 43.26	\$ 45.01	\$ 46.36	\$ 47.75	\$ 49.18
27	\$ 38.32	\$ 40.10	\$ 41.62	\$ 43.26	\$ 45.01	\$ 46.67	\$ 48.07	\$ 49.51	\$ 51.00
31	\$ 44.64	\$ 46.67	\$ 48.73	\$ 50.72	\$ 52.77	\$ 55.03	\$ 56.68	\$ 58.38	\$ 60.13

APPROVED
VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Setting Salary for Grant Coordinator

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the Director of Mental Hygiene and Social Services and the Director of Office of the Aging has requested that salary be set for a new position that involves thorough knowledge of the laws, rules, regulations and guidelines applicable to grant/funding administration; working knowledge of federal, state and private grant/funding programs and grant/funding sources; and

WHEREAS, an incumbent in this role will oversee responsibility for the coordination of services, allocation and overall maintenance of individual department grants and/or other state and/or federal funding sources; and

WHEREAS, an incumbent in this class will oversee all aspects of grant and fund use and reporting within the assigned department; and

WHEREAS, the Human Resources Department has classified the position as Grant Coordinator and supports the request that the salary be set at Grade 18; therefore, be it

RESOLVED, That the title of Grant Coordinator be added to the Chautauqua County CSEA Unit 6300 Salary Plan at Grade 18.

Grade 18 2024: (\$27.67 - \$36.35) per hour

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Setting Salary for Senior Grant Coordinator

BY: Administrative Services and Audit & Control Committees:

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

WHEREAS, the Director of Mental Hygiene and Social Services and the Director of Office of the Aging has requested that salary be set for a new position involving responsibility for the oversight, guidance and coordination of department grants and other state and federal funding sources,

WHEREAS, an incumbent in this class will manage all aspects of grant and alternate funds related work within the assigned department. Along with thorough knowledge of the laws, rules, regulations and guidelines applicable to grant/funding administration; working knowledge of federal, state and private grant/funding programs and grant/funding sources,

WHEREAS, the Human Resources Department has classified the position as Senior Grant Coordinator and supports the request that the salary be set at Grade 23; therefore, be it

RESOLVED, That the title of Senior Grant Coordinator be added to the Chautauqua County CSEA Unit 6300 Salary Plan at Grade 23.

Grade 23 2024: (\$32.97 - \$43.82) per hour

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date