



Essex County Board of Supervisors

P.O. Box 217, 7551 Court Street
Elizabethtown, NY 12932

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Shaun Gilliland,
Chairman
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James Monty,
Vice-Chairman

Judith A. Garrison,
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Clayton Barber
Chesterfield

Charles Harrington
Crown Point

Cathleen Reusser
Elizabethtown

Kenneth Hughes
Essex

Matthew Stanley
Jay

Joe Pete Wilson
Keene

James W. Monty
Lewis

Stephen McNally
Minerva

Matthew Brassard
Moriah

Robin DeLoria
Newcomb

Derek Doty
North Elba

Chris Clark
North Hudson

Meg Wood
Schroon

Davina Thurston
St. Armand

Mark Wright
Ticonderoga

Michael K. Tyler
Westport

Shaun Gilliland
Willsboro

Favor Smith
Wilmington

AGENDA

Personnel & Administration

Monday, July 15, 2024

Kenneth Hughes, Chairman
Joe Pete Wilson, Vice-Chairman

10:00 A.M.

CALL TO ORDER

MEMBERS:

ESSEX

Kenneth Hughes

PERSONNEL OFFICER - Jennifer Mascarenas
• *July Committee Report*

KEENE

Joe Pete Wilson

RECRUITMENT & RETENTION

ST. ARMAND

Davina Thurston

CLERK OF THE BOARD - Judy Garrison
• *Monthly Report*

CHESTERFIELD

Clayton Barber

NEWCOMB

Robin DeLoria

COUNTY ATTORNEY - Daniel Manning
• *Executive session to discuss a piece of property in the Town of Jay.*

TICONDEROGA

Mark Wright

WILMINGTON

Favor Smith

ELIZABETHTOWN

Cathleen Reusser

MORIAH

Matt Brassard

2024 JULY COMMITTEE REPORT

Job/Exam Announcements

Building Maintenance Helper-Vacancy in DPW
Public Health Nurse-Vacancy in Public Health
Sr. Account Clerk-Vacancy in Public Health
Community Development Coordinator-Vacancy in Community Resources
Maintenance Mechanic-Vacancy in DPW
Registered Nurse-Vacancy in Public Health
Sign Shop Worker-Vacancy in DPW
Social Services Attorney-Vacancy in Social Services
HEO/CEO-Vacancy in Town of Willsboro
Registered Nurse-Vacancy in Willsboro School
Auto Mechanic/Maintenance Person-Vacancy in Willsboro School
EMT/Driver-Vacancy in Emergency Services
WIC Program Nutritionist-Vacancy in WIC
Deputy Sheriff/Police Officer-Exam Announcement
Account Clerk/Sr. Account Clerk/Principal Account Clerk-Vacancy in DPW

Exams Ordered with State Civil Service

Supervising Care Manager
Recording Clerk

Exam Results-Establishing eligible list, sending canvass letters with exam results

Project Coordinator-3 Candidates
Sr. Psychiatric Social Worker-2 Candidates
Supportive Care Manager-1 Candidate
Psychiatric Social Worker Trainee-4 Candidates
Sr. Care Manager-1 Candidate

Exam Admission Notices

Payroll Assistant-4 Candidates
Special Patrol Officer-3 Candidates
Tax Map Technician I-1 Candidate

Exams Administered

Deputy Sheriff Sergeant-4 Candidates
Asst. Director of Real Property-1 Candidate
Real Property Tax Services Aide II-3 Candidates
Data Collector-5 Candidates
Real Property Tax Services Aide/Data Collector-5 Candidates
Sr. Real Property Tax Specialist-1 Candidate
Mitigation Specialist-3 Candidates
Sr. Social Services Worker-5 Candidates

Job Applications received for June: 78

Correction Officer-5 Applications
Laborer-4 Applications
Motor Equipment Operator-1 Application
Sr. Account Clerk-5 Applications
Social Services Worker-9 Applications
Building Maintenance Helper-3 Applications
Home Health Aide-1 Application
Construction Equipment Mechanic-1 Application
Deputy Sheriff/Police Officer-6 Applications
Special Patrol Officer-2 Applications
WIC Program Nutritionist-1 Application
Sign Maintenance Supervisor-1 Application
Motor Vehicle License Clerk-1 Application
Sign Shop Worker-1 Application
Intake Coordinator-5 Applications
Paramedic-1 Application
Bus Driver (PT)-1 Application
Electrician-1 Application
Emergency Services Call Taker-Dispatcher Trainee-8 Applications
Principal Account Clerk-2 Applications
Account Clerk-1 Application
Project Coordinator-1 Application
Conservation District Technician-1 Application
Community Development Coordinator-1 Application
Caseworker-8 Applications
Social Services Attorney-1 Application
Maintenance Mechanic-2 Applications
EMT/Driver-2 Applications
Recording Clerk-1 Application

County Payroll Processing

73 428-Forms Processed

Entered in Munis
Cover sheets and copies made for Payroll Processing
Updated on Allocation Program (Roster Record Card)
Scanned and Filed in Employee Folders

2 Payroll Certifications - Payroll period 6/14/2024; 6/28/2024

20 New Employee Orientations

Assisting with completing forms in packet
Assigning employee number
Enrolling in Payroll, Retirement System, Time Sheet Program & Pay Clock System

148 Additional Time Payments and Temporary Time Sheets processed

Reviewed timesheets to verify accrued time was earned correctly and not previously paid out

Time Sheets

Reviewed benefit time accruals for accuracy and verified hours worked for over 400 employees

Disability Application Processing

New Claims Processed-1

Unemployment Claims

New Claims-1

Retiree Health Insurance Billing

Billing for July Health Ins. Premiums-132 Retirees Billed
3rd. Qtr. Retiree Billing-93 Retirees Billed

Deposits

6/7/2024-\$6,103.13
6/14/2024-\$2,233.96
6/21/2024-\$2,671.24
6/28/2024-\$10,426.71

Health Insurance Changes and Processing

Terminations/Enrollments/Changes to Plan-12

Guardian/Solstice Dental Insurance Changes and Processing

Solstice Terminations-1
Solstice Enrollments-2
Changes to Solstice Plans-
Guardian Terminations-
Guardian Enrollments-

Misc. Duties

Audit Excellus Health Insurance subscribers and pay bill for health insurance
Audit Guardian Dental Insurance subscribers and pay bill for dental insurance
Audit Excellus Prescription subscribers and pay bill for prescription plan
Audit Voluntary Unum subscribers as well as Unum disability and pay bills for both
Audit Solstice Insurance and pay bill for dental insurance
Time Clock Changes - Changes to schedules, adding new employees,
removing employees that left employment, etc.

Location	Position	Position Desc	Location Desc	Max Emps
<u>1170</u>	100000160	PD INVESTIGATOR	PUBLIC DEFENDER	1.0000
<u>1170</u>	100000161	PD INVESTIGATOR	PUBLIC DEFENDER	1.0000
<u>1170 Total</u>				2.0000
<u>1355</u>	100000296	ASSESSOR	REAL PROPERTY TAX	1.0000
<u>1355</u>	100000436	RPTS AIDE/DATA COLLECTOR	REAL PROPERTY TAX	1.0000
<u>1355</u>	100000438	RPTS AIDE/DATA COLLECTOR	REAL PROPERTY TAX	1.0000
<u>1355 Total</u>				3.0000
<u>1410</u>	100000431	RECORDS MANAGEMENT CLERK	COUNTY CLERK	1.0000
<u>1410</u>	100000959	SENIOR RECORDING CLERK	COUNTY CLERK	1.0000
<u>1410 Total</u>				2.0000
<u>1411</u>	100000392	MOTOR VEH LICENSE CLERK	MOTOR VEHICLE	1.0000
<u>1411 Total</u>				1.0000
<u>1620</u>	100000491	MAINTENANCE MECHANIC	BUILDINGS AND GROUNDS	1.0000
<u>1620</u>	100000546	BUILDING MAINT HELPER	BUILDINGS AND GROUNDS	1.0000
<u>1620</u>	100001052	BUILDING MAINTENANCE HELPER	BUILDINGS AND GROUNDS	1.0000
<u>1620 Total</u>				3.0000
<u>3020</u>	100000422	CALL TAKER DISPATCHER	COMMUNICATION DISPATCH	1.0000
<u>3020</u>	100000423	CALL TAKER DISPATCHER	COMMUNICATION DISPATCH	1.0000
<u>3020</u>	100000427	CALL TAKER DISPATCHER	COMMUNICATION DISPATCH	1.0000
<u>3020</u>	100000430	CALL TAKER DISPATCHER	COMMUNICATION DISPATCH	1.0000
<u>3020</u>	100000979	CALL TAKER DISPATCHER	COMMUNICATION DISPATCH	1.0000
<u>3020 Total</u>				5.0000
<u>3110</u>	100000327	DEPUTY SHERIFF	SHERIFF	1.0000
<u>3110</u>	100000329	DEPUTY SHERIFF	SHERIFF	1.0000
<u>3110</u>	100000331	DEPUTY SHERIFF	SHERIFF	1.0000
<u>3110</u>	100000332	DEPUTY SHERIFF	SHERIFF	1.0000
<u>3110</u>	100001109	LPN	SHERIFF	1.0000
<u>3110</u>	100001110	LPN	SHERIFF	1.0000
<u>3110</u>	100001111	LPN	SHERIFF	1.0000
<u>3110 Total</u>				7.0000
<u>3150</u>	100000248	CORRECTION OFFICER	COUNTY JAIL	1.0000
<u>3150</u>	100000252	CORRECTION OFFICER	COUNTY JAIL	1.0000
<u>3150</u>	100000253	CORRECTION OFFICER	COUNTY JAIL	1.0000
<u>3150</u>	100000254	CORRECTION OFFICER	COUNTY JAIL	1.0000
<u>3150</u>	100000255	CORRECTION OFFICER	COUNTY JAIL	1.0000
<u>3150</u>	100000258	CORRECTION OFFICER	COUNTY JAIL	1.0000
<u>3150</u>	100000267	CORRECTION OFFICER	COUNTY JAIL	1.0000
<u>3150</u>	100000483	COOK	COUNTY JAIL	1.0000

<u>3150 Total</u>				8.0000
<u>3310</u>	100000557	SIGN SHOP WORKER	TRAFFIC CONTROL	1.0000
<u>3310 Total</u>				1.0000
<u>4010</u>	100000042	SUPV PUBLIC HEALTH NURSE	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000066	REGISTERED PROFESS NURSE	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000068	REGISTERED PROFESS NURSE	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000071	REGISTERED PROFESS NURSE	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000072	REGISTERED PROFESS NURSE	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000127	PUBLIC HEALTH EDUCATOR	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000369	SENIOR ACCOUNT CLERK	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000374	SENIOR ACCOUNT CLERK	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000934	HOME HEALTH AIDE	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000965	PUBLIC HEALTH EDUCATOR	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000986	PUBLIC HEALTH INTERN	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100000992	PUBLIC HEALTH INTERN	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100001037	PUBLIC HEALTH EDUCATOR	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100001068	ACCOUNT CLERK	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100001070	SPEECH PATHOLOGIST	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100001208	PUBLIC HEALTH NURSE	HEALTH DEPARTMENT	1.0000
<u>4010</u>	100001209	REGISTERED PROFESS NURSE	HEALTH DEPARTMENT	1.0000
<u>4010 Total</u>				17.0000
<u>4082</u>	100000132	WIC PROGRAM NUTRITIONIST	WIC	1.0000
<u>4082 Total</u>				1.0000
<u>4320</u>	100000053	PSYCHIATRIC SOCIAL WORKER	MENTAL HEALTH	1.0000
<u>4320</u>	100000057	PSYCHIATRIC SOCIAL WORKER	MENTAL HEALTH	1.0000
<u>4320</u>	100000354	CERTIFIED PEER SPECIALIST	MENTAL HEALTH	1.0000
<u>4320</u>	100000958	REGISTERED PROFESSIONAL NURSE	MENTAL HEALTH	1.0000
<u>4320</u>	100001066	PROJECT COORDINATOR MH	MENTAL HEALTH	1.0000
<u>4320</u>	100001077	SENIOR CARE MANAGER	MENTAL HEALTH	1.0000
<u>4320</u>	100001175	PSYCH SOCIAL WORK.TRAINEE	MENTAL HEALTH	1.0000
<u>4320</u>	100001201	PSYCHIATRIC SOCIAL WORKER	MENTAL HEALTH	1.0000
<u>4320 Total</u>				8.0000
<u>4541</u>	100000306	EMT/DRIVER	EMS CONSOLIDATION	1.0000
<u>4541</u>	100000308	EMT/DRIVER	EMS CONSOLIDATION	1.0000
<u>4541</u>	100000314	ADV EMT-CRITICAL CARE/DRI	EMS CONSOLIDATION	1.0000
<u>4541</u>	100000316	ADV EMT-CRITICAL CARE/DRI	EMS CONSOLIDATION	1.0000
<u>4541</u>	100000923	PARAMEDIC/DRIVER	EMS CONSOLIDATION	1.0000
<u>4541</u>	100000971	AEMT DRIVER	EMS CONSOLIDATION	1.0000
<u>4541</u>	100001022	PARAMEDIC/DRIVER	EMS CONSOLIDATION	1.0000
<u>4541</u>	100001191	EMT/DRIVER	EMS CONSOLIDATION	1.0000
<u>4541 Total</u>				8.0000

<u>5010</u>	100000492	MAINTENANCE MECHANIC	HIGHWAY	1.0000
<u>5010 Total</u>				1.0000
<u>5020</u>	100001002	ENGINEERING INTERN	ENGINEERING	1.0000
<u>5020 Total</u>				1.0000
<u>5110</u>	100000469	HEAVY EQUIPMENT OPERATOR	MAINTENANCE OF ROAD	1.0000
<u>5110</u>	100000520	LABORER	MAINTENANCE OF ROAD	0.5000
<u>5110</u>	100000936	LABORER	MAINTENANCE OF ROAD	1.0000
<u>5110</u>	100001155	HEO TRAINEE	MAINTENANCE OF ROAD	1.0000
<u>5110</u>	100001215	CEO TRAINEE	MAINTENANCE OF ROAD	1.0000
<u>5110 Total</u>				5.5000
<u>5130</u>	100000481	CONSTRUCTION EQUIP MECH	ROAD MACHINERY	1.0000
<u>5130</u>	100000980	WELDER	ROAD MACHINERY	1.0000
<u>5130</u>	100001095	MECHANIC INTERN	ROAD MACHINERY	1.0000
<u>5130 Total</u>				3.0000
<u>5630</u>	100000500	HEAD BUS DRIVER	PUBLIC TRANSPORTATION	1.0000
<u>5630</u>	100000518	BUS DRIVER TRAINEE	PUBLIC TRANSPORTATION	1.0000
<u>5630</u>	100000541	BUS DRIVER	PUBLIC TRANSPORTATION	1.0000
<u>5630</u>	100000545	BUS DRIVER	PUBLIC TRANSPORTATION	1.0000
<u>5630 Total</u>				4.0000
<u>5631</u>	100000538	BUS DRIVER	TRANSPORTATION	1.0000
<u>5631</u>	100001081	BUS DRIVER TRAINEE	TRANSPORTATION	1.0000
<u>5631</u>	100001148	CEM TRAINEE	TRANSPORTATION	1.0000
<u>5631</u>	100001178	SUPERVISING BUS DRIVER	TRANSPORTATION	1.0000
<u>5631 Total</u>				4.0000
<u>6010</u>	100000063	SOCIAL SERVICES ATTORNEY	SOCIAL SERVICES	1.0000
<u>6010</u>	100001115	DSS PRINCIPAL ACCOUNT CLERK	SOCIAL SERVICES	1.0000
<u>6010</u>	100001179	CLERK	SOCIAL SERVICES	1.0000
<u>6010</u>	100001219	SOCIAL SERVICES ATTORNEY	SOCIAL SERVICES	1.0000
<u>6010 Total</u>				4.0000
<u>6030</u>	100000084	CASEWORKER	SOCIAL SERVICES SERVICES	1.0000
<u>6030</u>	100000089	CASEWORKER	SOCIAL SERVICES SERVICES	1.0000
<u>6030</u>	100000093	CASEWORKER	SOCIAL SERVICES SERVICES	1.0000
<u>6030</u>	100000095	CASEWORKER	SOCIAL SERVICES SERVICES	1.0000
<u>6030</u>	100000100	CASEWORKER	SOCIAL SERVICES SERVICES	1.0000
<u>6030</u>	100000110	SENIOR CASEWORKER	SOCIAL SERVICES SERVICES	1.0000
<u>6030</u>	100000113	SENIOR CASEWORKER	SOCIAL SERVICES SERVICES	1.0000
<u>6030</u>	100001119	SR SOC SERV WORKER	SOCIAL SERVICES SERVICES	1.0000
<u>6030 Total</u>				8.0000
<u>6070</u>	100000376	SENIOR ACCOUNT CLERK	SOCIAL SERVICES CHILD SUPPORT	1.0000

<u>6070</u>	100001080	SENIOR ACCOUNT CLERK	SOCIAL SERVICES CHILD SUPPORT	1.0000
<u>6070 Total</u>				2.0000
<u>Grand Total</u>				98.5000



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JULY MONTHLY REPORT

Personnel Committee - July 15, 2024

Board of Supervisors
Clerk of the Board
Printing Department

Board of Supervisors/Clerk of the Board

Attendance at all regular, committee and sub-committee meetings of the Board

Transcribing & distribution of minutes, agendas, calendar of events

Scheduling of meetings.

OTB revenue = YTD \$13,958.00

Printing

Day to day printing for various county departments & towns.

Printing revenue = YTD \$18,183.00