

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

Thursday, July 29, 2021

6:00 PM

**Harold L. Joyce Albany County Office Building
Room 730**

Personnel Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES

CURRENT BUSINESS:

2. AUTHORIZING THE ALBANY COUNTY SHERIFF TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITIONS OF FULL-TIME AND PART-TIME PARAMEDICS AND FULL-TIME AND PART-TIME EMERGENCY MEDICAL TECHNICIANS FOR THE COUNTY'S ADVANCED LIFE SUPPORT AND EMT PROGRAMS
3. AUTHORIZING THE DEPARTMENT OF HEALTH TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITION OF ASSISTANT DIRECTOR OF ENVIRONMENTAL HEALTH

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Minutes

Thursday, May 27, 2021

6:00 PM

Held Remotely

Personnel Committee

PREVIOUS BUSINESS:

Present: Legislator Gilbert F. Ethier, Legislator Jeffrey D. Kuhn, Dustin M. Reidy, Raymond F. Joyce, Sean E. Ward and Lynne Lekakis

Excused: Merton D. Simpson, Mark E. Grimm and Todd A. Drake

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

CURRENT BUSINESS:**2. APPROVING THE ALBANY COUNTY WATER PURIFICATION DISTRICT COLLECTIVE BARGAINING AGREEMENT WITH CSEA LOCAL 1000 – ALBANY COUNTY WATER PURIFICATION DISTRICT BARGAINING UNIT AND AMENDING THE 2021 ALBANY COUNTY BUDGET**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.



ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

CRAIG D. APPLE, SR.
SHERIFF

WILLIAM M. RICE
UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

LEON A. BORMANN
CHIEF DEPUTY

June 2, 2021

Honorable Andrew Joyce, Chairman
Albany County Legislature
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

ANDREW
Dear Chairman Joyce:

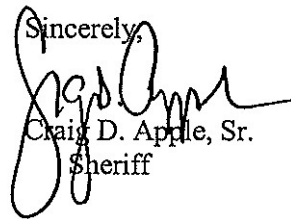
The attached correspondence is forwarded for presentation to the Albany County Legislature.

As you are aware our office is responsible for the operation and administration of the Albany County Advanced Life Support Program which provides Paramedic & EMT response in the Towns of Bethlehem, Coeymans, New Scotland, Berne, Rensselaerville and Westerlo. We also operate an EMT program for the Bethlehem Volunteer Ambulance Service, Delmar Fire District and the Town of New Scotland.

We continue to experience problems with filling full and part-time Paramedic and EMT positions with Albany County residents. There is a lack of available emergency personnel residing in Albany County has proven to be a hindrance in getting available applicants.

The situation continues to be an issue with fulfilling our staffing requirements and I request legislative approval to fill full & part-time Paramedic & EMT positions with out of county residents. At all times, a qualified resident of Albany County would receive preference over a non-resident.

Should there be any questions, do not hesitate to call.

Sincerely,

Craig D. Apple, Sr.
Sheriff

Att.

Cc: Hon. Daniel P. McCoy, County Executive
Hon. William Clay, Public Safety Chairman
Hon. Wanda Willingham, Audit & Finance Committee
Brandon Russell, Esq., Majority Counsel
Arnis Zilgme, Esq., Minority Counsel
Christian Barnes, Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	HAND _____
	COURIER _____
	MAIL _____

DATE: JUNE 3, 2021

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: SHERIFF CRAIG D APPLE SR
TELEPHONE: 518-447-5440
DEPT. REPRESENTATIVE ATTENDING

COMMITTEE MEETING: SHERIFF CRAIG D APPLE SR

PURPOSE OF REQUEST:

- ADOPTION OF LOCAL LAW _____
- AMENDMENT OF PRIOR LEGISLATION _____
- APPROVAL/ADOPTION OF PLAN/PROCEDURE X
- BOND APPROVAL _____
- BUDGET AMENDMENT(SEE BELOW) _____
- CONTRACT AUTHORIZATION (SEE BELOW) _____
- ENVIRONMENTAL IMPACT _____
- HOME RULE REQUEST _____
- PROPERTY CONVEYANCE _____
- OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE) _____
- LEGISLATURE APPROVAL TO RECRUIT AND HIRE FROM OUTSIDE ALBANY COUNTY _____
- FOR FULL TIME AND PART TIME PARAMEDICS AND ALSO FULL TIME AND PART TIME _____
- EMT POSITIONS. _____

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____
SOURCE OF FUNDS: _____
TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

- CHANGE ORDER/CONTRACT AMENDMENT _____
- PURCHASE (EQUIPMENT/ SUPPLIES) _____
- LEASE (EQUIPMENT/SUPPLIES) _____
- REQUIREMENTS _____
- PROFESSIONAL SERVICES _____
- EDUCATIONAL/TRAINING _____
- GRANT: NEW _____
- RENEWAL _____
- SUBMISSION DEADLINE DATE _____

SETTLEMENT OF A CLAIM _____
RELEASE OF LIABILITY _____
OTHER: (STATE BRIEFLY) _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS: _____ PARTY (NAME/ADDRESS): _____

AMOUNT/RATE SCHEDULE/FEE: _____

TERM: _____

SCOPE OF SERVICES: _____

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES _____ NO _____

FUNDING SOURCE: _____

COUNTY BUDGET ACCOUNTS: _____

REVENUE: _____

APPROPRIATION: _____

BOND(RES. NO. & DATE OF ADOPTION) _____

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES _____ NO X

IF MANDATED CITE: AUTHORITY _____

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES _____ NO X

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS: _____

FISCAL IMPACT - FUNDING: _____ (DOLLARS OR PERCENTAGES)

FEDERAL _____

STATE _____

COUNTY _____

TERM/LENGTH OF FUNDING _____

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION: _____

RESOLUTION/LAW NUMBER: _____

DATE OF ADOPTION: _____

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

DUE TO THE UNAVAILABILITY OF EMT'S AND PARAMEDICS WITHIN

ALBANY COUNTY, WE REQUEST LEGISLATURE APPROVAL TO RECRUIT AND

HIRE OUTSIDE OF ALBANY COUNTY FOR BOTH FULL TIME AND PART TIME PARAMEDICS

AND EMT'S. ALSO, WE REQUEST THIS RESOLUTION NOT HAVE AN EXPIRATION DATE.

BACK-UP MATERIAL SUBMITTED _____ (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE,

BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS

AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF



DANIEL P. McCOY
County Executive

ELIZABETH F. WHALEN, MD, MPH
Commissioner of Health

DEPARTMENT OF HEALTH
COUNTY OF ALBANY
175 GREEN STREET
ALBANY, NEW YORK 12202

The Dr. John J.A. Lyons
ALBANY COUNTY HEALTH FACILITY
(518) 447-4580 FAX (518) 447-4698

MARIBETH MILLER, BSN, MS
Assistant Commissioner for Public Health

SHANNA F. WITHERSPOON, MPA
Assistant Commissioner Finance and Administration

July 9, 2021

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairman Joyce:

Albany County Department of Health (ACDOH) is requesting approval to seek out-of-county candidates for the position of Assistant Director of Environmental Health. Given the unique specialty requirements and responsibilities attached to this position, the department has had difficulty recruiting qualified in- county candidates with requisite skills and experience.

The department posted the position online and reached out to representatives of the New York State Association of County Health Officials (NYSACHO). Neither resulted in identifying qualified in-county candidates. Having the ability to consider out-of-County candidates will increase the pool of individuals with the needed skillset.

Please don't hesitate to contact me if you have any questions or need additional information.

Sincerely,

Elizabeth F. Whalen, MD, MPH
Commissioner of Health

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Minority Counsel

Enclosures



Albany County Department of Health is nationally accredited and meets rigorous public health standards set forth to best meet the needs of our community.



County of Albany

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Albany County Office
Building
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NY 12207

Legislation Text

File #: TMP-2583, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Request for out-of-county waiver for Assistant Director of Environmental Health

Date:	July 8, 2021
Submitted By:	Dr. Elizabeth Whalen
Department:	Health
Title:	Commissioner of Health
Phone:	518-447-4584
Department Rep.	
Attending Meeting:	Dr. Elizabeth Whalen

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: Click or tap here to enter text.
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 494 of 2017
Date of Adoption: 12/4/2017

Justification: (state briefly why legislative action is requested)

The Health Department respectfully requests approval to seek out-of-county candidates for the position of Assistant Director of Environmental Health. Given the unique specialty requirements and responsibilities attached to this position, the department has had difficulty recruiting qualified in- county candidates with requisite skills and experience.

The Health Department seeks to employ an individual with the following qualifications: A Bachelor’s degree from a regionally accredited or New York State registered college or university in sanitary, environmental, chemical, civil, or public health engineering or a related engineering field; or a bachelor's degree from a regionally accredited or New York State registered college or university with thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences; **AND**, the candidate shall possess one year of administrative and supervisory experience as a supervising engineer or supervising sanitarian, or three years of environmental health experience*, including one year of supervisory responsibility that demonstrates that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges.

The department posted the position online and reached out to representatives of the New York State Association of County Health Officials (NYSACHO). Neither resulted in identifying qualified in-county candidates. Having the ability to consider out-of-County candidates will increase the pool of individuals with the needed skillset.

ASSISTANT DIRECTOR OF ENVIRONMENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: As an Assistant Environmental Health Director in a municipal public health department, provides services of a professional environmental health nature involving responsibilities of a high order in relation to assisting the Director with planning, directing and supervising the environmental health programs. The work entails furnishing advice and guidance to local officials and the general public in regard to environmental health problems and the measures necessary for improvements and compliance with legal requirements; in providing leadership in promotion of public health through application of environmental health practices; enforcement of the provisions of the Public Health Law and local and state Sanitary Codes in relation to environmental health matters. Directly supervises engineering program staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the Director in educational and regulatory activities pertaining to the program;
- Prepares budget for and evaluates environmental health programs;
- Represents the Department of Health on all matters and problems related to environmental health;
- Assists in supervision of enforcement of local and state Public Health Laws and Sanitary codes relating to air pollution, public water supplies, sewage and waste disposal, operation of water and sewage treatment plants, swimming pools and bathing beaches, camps, hotels, lodging and boarding houses, restaurants and public eating places, plants, stream pollution, realty subdivisions, qualifications of water and sewage treatment plant operators, public health nuisances and related matters; tobacco control;
- Assists in coordination of environmental health investigations of outbreaks of disease;
- Administers and provides oversight of activities carried on in relation to control food, promotion of improved housing and plumbing to meet public health standards, and insect and rodent control;
- Assists in directing programs for training of water plant operators, environmental health personnel, food handlers, restaurant proprietors, camp owners and other classes of operating personnel;
- Advises relative to sanitary land fill problems and operations;
- Maintains relationships and cooperates with local, state and federal agencies whose work or policies affect the public health programs;
- Prepares technical reports including recommendations;
- Coordinates the formulation of public health engineering and environmental health policies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the principles, techniques, practices and administration of public health engineering and environmental health programs as related to air pollution, water supplies and purification, sewerage and sewage disposal, stream pollution, sanitary control of foods, sanitary control of restaurants and public eating places, smoke abatement, sanitary control of camps, hotels, lodging houses, boarding houses, swimming pools, bathing beaches, schools and other places, insect and rodent control, housing, public health nuisances and general sanitation;
- Thorough knowledge of provisions of Public Health Law and State Sanitary Code related to above subjects;
- Ability to plan, develop, direct and administer public health engineering and environmental health programs and to project and integrate these into the departmental program;
- Ability to prepare technical reports and correspondence;
- Initiative and resourcefulness in solving difficult environmental health problems;
- Ability to deal with public and other officials;
- Ability to develop and maintain good public relations;
- Professional judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree from a regionally accredited or New York State registered college or university in sanitary, environmental, chemical, civil, or public health engineering or a related engineering field; **or** a bachelor's degree from a regionally accredited or New York State registered college or university with thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences; **AND**,
- The candidate shall possess one year of administrative and supervisory experience as a supervising engineer or supervising sanitarian, **or** three years of environmental health experience*, including one year of supervisory responsibility that demonstrates that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges.

NOTE:

*A Master's degree in public or environmental health or a related field that demonstrates the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, Health Policy and Management and Social and Behavior Sciences) may be substituted for up to one year of the required environmental health experience.

Juris. Class: Competitive

ACCS Adopted: 11/08

Revised: 6/10

RESOLUTION NO. 494

AUTHORIZING THE DEPARTMENT OF HEALTH TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITION OF DIRECTOR OF PUBLIC HEALTH NURSING

Introduced: 12/4/17
By Personnel Committee:

WHEREAS, The Commissioner of the Department of Health has diligently sought out qualified applicants for the position of Director of Public Health Nursing, and

WHEREAS, The Commissioner has indicated that she has not been able to locate qualified applicants for the position who reside in Albany County and are willing to accept the position, and

WHEREAS, The Commissioner is requesting a waiver of the County's residency requirement regarding the aforementioned positions, and

WHEREAS, Resolution No. 245-C for 1995 requires the approval of this Honorable Body for the consideration and hiring of out-of-county applicants in instances where there are not sufficient qualified Albany County residents who have applied for specific positions, and

WHEREAS, The Personnel Committee of the Albany County Legislature is satisfied there is a shortage of sufficiently qualified Albany County residents to fill the Director of Public Health Nursing position and has recommended that approval in accordance with the requirements of Resolution No. 245-C for 1995 be given to fill the positions with an out-of-county applicant if necessary, now, therefore be it

RESOLVED, By the Albany County Legislature that the consideration of out-of-county applicants to fill the Director of Public Health Nursing position at the Department of Health is approved in accordance with the requirements of Resolution No. 245-C for 1995, and, be it further

RESOLVED, That the aforementioned approval to consider out-of-county applicants shall expire December 31, 2018, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote. 12/4/17

State of New York
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 4th day of December, 2017, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 5th day of December, 2017.

A handwritten signature in black ink, appearing to read "Kurt J. Dennis", is written over a horizontal line.

Clerk, Albany County Legislature