

# **County of Albany**

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



## **Meeting Agenda**

**Thursday, March 31, 2022**

**6:00 PM**

**Held Remotely**

**Personnel Committee**

**PREVIOUS BUSINESS:**

1. APPROVING PREVIOUS MEETING MINUTES
2. AMENDING THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES

**CURRENT BUSINESS:**

3. CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF AFFIRMATIVE ACTION WITHIN THE DEPARTMENT OF HUMAN RESOURCES

# **County of Albany**

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



## **Meeting Minutes**

**Thursday, March 3, 2022**

**6:00 PM**

**Held Remotely**

**Personnel Committee**

**PREVIOUS BUSINESS:**

**Present:** Gilbert F. Ethier, Jeffrey D. Kuhn, Mark E. Grimm,  
Raymond F. Joyce, Lynne Lekakis, Dustin M. Reidy,  
Merton D. Simpson and Sean E. Ward

**Excused:** 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. AMENDING THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES**

This proposal was tabled at the request of the Sponsor.

**3. APPOINTMENT OF A MEMBER TO THE ALBANY COUNTY ETHICS COMMISSION**

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

**4. AUTHORIZING THE OFFICES OF THE PUBLIC DEFENDER AND ALTERNATE PUBLIC DEFENDER TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITIONS OF ASSISTANT ALBANY COUNTY PUBLIC DEFENDER AND ASSISTANT ALTERNATE ALBANY COUNTY PUBLIC DEFENDER**

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

## RESOLUTION NO. 54

### AMENDING THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES

Introduced: 2/14/22

By: Ms. Lekakis, Messrs. Kuhn and A. Joyce.

WHEREAS, by Resolution No. 136-b for 1999, this Honorable Body adopted employee rules and regulations that are applicable to all non-union employees of Albany County, and

WHEREAS, it has become apparent that certain provisions therein need to be amended in response to a changing workforce, now, therefore be it

RESOLVED, by the Albany County Legislature that the Albany County Employee Rules and Regulations, adopted pursuant to Resolution No. 136-b for 1999, as amended, are hereby amended to read as follows:

#### “ARTICLE II: ATTENDANCE:

##### **A. Attendance Policy.**

1. The requirement that County employees arrive to, and depart from, their appointed work sites at designated times is central to the efficient and effective delivery of necessary services to the public.

##### **B. Time Keeping Practices.**

1. The heads of each department shall work with the Commissioner of Human Resources to create a written time keeping practices procedure which includes, but is not limited to:
  - a. A requirement that all employees use the time clock/time keeping system/equipment, or similar County designated time keeping system/equipment, that is located at an employee’s assigned work site, except if an employee’s supervisor determines that the employee’s use of the designated time keeping system/equipment at the employee’s assigned work site significantly impedes the employee’s productivity.
  - b. Requirements for time clock/time keeping system access, including:
    - i. Establishing a set number of Time Managers who will be assigned to manage the time clock/time keeping system software on behalf of the department.
    - ii. Establishing strict guidelines related to the practice of individuals entering or editing their own time, including the review, approval, and documentation of that process.

2. The written time keeping practices procedure shall include an adequate process to document satisfaction of the requirements of this Section B, including a periodic review by each department in coordination with the Department of Human Resources. After that review, the department shall adopt the necessary changes to effectuate accurate time keeping practices.
3. The Department of Human Resources shall maintain a record of each department's time and attendance procedures and ensure the following:
  - a. The development and application of department-specific timesheets to be used for manual recording of time worked. Such department-specific timesheets shall include:
    - i. Work location
    - ii. Description of activities
    - iii. Certification by the department
    - iv. An employee attestation
4. It is occasionally necessary to manually enter or edit time in the time clock/time keeping system. Such manual entries or edits shall be verified and approved by a supervisor or authorized personnel from the Payroll Division of the Human Resources Department.
5. Each department shall maintain all time sheets, and any supporting documentation, such as leave requests, in electronic format.
6. The Department of Human Resources shall work with departments to maintain a list of positions where there is no immediate supervisor to approve the employees' time in the time clock/time keeping system, and provide a mechanism for assuring those employees are accurately recording their time.
7. No subordinate shall approve the timesheet of a FLSA covered supervisor.
8. The County Comptroller shall have the authority to audit time and attendance records in accordance with NY County Law § 577.

**[B]C. Standard Workweek.** Each County Department Head shall establish a standard workweek for his or her department.

**[C]D. Attendance Record.** It shall be the responsibility of every County employee to maintain a complete, accurate, and up-to-date record of his or her presence and absence from work. For employees who are FLSA covered employees as defined herein, attendance records shall, at a minimum, indicate the time work commenced, the start and stop of any meal break, and the time work ended. FLSA exempt employees shall record attendance and any leave credits charged. Periods of absence covered by properly authorized paid and unpaid leaves shall also be indicated. The Commissioner of Human Resources is authorized to promulgate County-wide standards, forms, and procedures for the purposes of recording attendance. The use of automated systems in the recording and reporting of employee attendance may be required. All records shall be maintained electronically in accordance with subsection four of Section B, Article II.

**[D]E. Falsification of Attendance Records.** Attendance records are key instruments of government accountability. Deliberate falsification of time and attendance records [shall] may result in disciplinary action, up to and including termination. In addition to any disciplinary action, the County may seek appropriate civil or criminal penalties.

**F. Performance and Duties:** Employees shall perform their duties and responsibilities as assigned during the County workday, or during an alternate time approved by a supervisor. A consistent effort should be made by employees to avoid conducting personal affairs during their scheduled work hours. However, brief and very limited interactions of a personal nature do not violate county policy. Political campaign work and non-county authorized work are strictly prohibited during work hours.

**[E]G. Alternative Work Schedules/Flex Time/Compressed Week.** Employees are generally expected to arrive at work and depart from work at times specified by departmental policy or in accordance with a schedule agreed to by their supervisors. Deviation from an employee's regular schedule requires the prior approval of his or her supervisor.

**[F]H. Tardiness.** It is the responsibility of each employee to report to work at the appointed time. Excessive tardiness may be grounds for disciplinary action, up to and including termination.

**[G]I. Unauthorized Absence.** An employee's absence from work shall be considered an unauthorized absence when: (a) the absence was not properly approved by the employee's supervisor, or (b) in the case of an absence necessitated by illness, the employee fails to provide notice to his or her supervisor as soon as practicable. Unauthorized absence constitutes misconduct and, depending upon the circumstances, may result in performance counseling or disciplinary action, up to and including termination

**[H]J. Abandonment of Employment.** Absence from work without approval (unauthorized absence for periods in excess of seven (7) consecutive calendar days) will be considered a voluntary resignation. An employee requesting reinstatement after abandonment of employment must show that he or she was incapable of providing proper notice to the County of the need to be absent. This provision shall not limit the County's ability to remove employees on basis of misconduct for periods of unauthorized absence of any duration.”

“ARTICLE VI: PAID LEAVES OF ABSENCE

D. Conversion of Previously Scheduled Absence to Sick Leave Prohibited. An absence previously scheduled to be covered by vacation leave, personal leave, compensatory time off or floating holiday credits shall not be converted to sick leave, unless the employee reports a personal illness or that of an immediate family member (defined as an employee's spouse, children, step-children, foster children, parents, guardians, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship [legal relationship of spouse, parents, guardians, children, step-children, and foster children]), at least two days in advance of such previously scheduled absence and the employee requests the use of sick leave to attend to such illness. An exception to this policy may be made when an unforeseen emergency hospital stay occurs during such previously scheduled absence.

I. Regular Sick Leave. Regular sick leave shall be used to cover an absence from work necessitated by an employee's own temporary illness. Within the limits set forth under "Notice and Approval" below. Sick leave shall also be used to cover absences from work necessitated by the need to provide care to a member of an employee's immediate family (defined as employee's spouse, children, step-children, foster children, parents, guardians, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship [legal relationship of spouse, parents, guardians, children, step-children, and foster children]) who suffers from an illness. Sick leave shall be used to cover absences necessitated by scheduled visits to licensed care providers (e.g., doctors, physical therapists, dentists, optometrists, etc.).

#### “ARTICLE VIII: HEALTH AND DENTAL INSURANCE

##### E. Coordination of Benefits.

1. The County shall not provide duplicate health or dental insurance coverage to an employee and an employee's dependent child. The following coordination of benefits rules shall be observed:

a. In the case where both [husband and wife] spouses are County employees, only one spouse may be allowed family coverage, including all dependents, or both employees may choose individual coverage.

b. Where a County employee is eligible to participate in the County health insurance program but may also be covered as a dependent child of another County employee, such an employee must make a choice. He or she may: (a) elect coverage other than the plan of the employee parent and agree to be removed from the enrollment of his or her employee parent, or (b) continue coverage under the employee parent's coverage.



c. Employees covered under this provision shall be eligible to participate in the health insurance buy-out option, provided they meet the criteria.

#### “ARTICLE XIV: INFRACTIONS

It is the County's policy to base the disciplining of employees on just cause and all instances of cause for disciplinary action shall be considered in their full context. The County endorses a policy of progressive discipline in which attempts are made to provide employees with notice of deficiencies and an opportunity to improve. There are, however, certain misdeeds that by their very nature are particularly inappropriate to the workplace and may require the County to seek immediate removal of an employee, even for a first time offense. The infractions listed below include some, but not all, offenses that may necessitate immediate disciplinary action:

- Use, sale, dispensing, distribution, purchase, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on County premises or work sites;
- Being under the influence of the above while on the job;
- Profane and/or abusive language;
- Gross insubordination, including but not limited to, a direct refusal to obey a lawful order of a supervisor;
- Unauthorized use of equipment;
- Theft of property or services;
- Falsification of employment applications;
- Deliberate falsification of a time and attendance record;
- Sleeping on duty;
- Unauthorized absence;
- Possession of unauthorized firearms, explosives and other weapons on County premises and work sites.
- Political campaign work and non-county authorized work are strictly prohibited activity during work hours.
- Distribution or release of private or protected information to another person or entity not entitled to receive this information, or not in the course of the employee's employment.

RESOLVED, That these modifications to the Albany County Employee Rules and Regulations shall take effect immediately, 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.



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

March 14, 2022

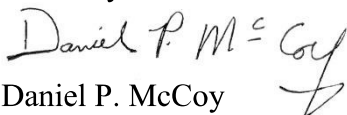
Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Dear Chairman Joyce:

The County Executive's Office is seeking approval from the Legislature to appoint Galal-Aldeen Cancer to the position of Director of Affirmative Action within the Department of Human Resources. The candidate's experience uniquely qualifies him for this position. The attached resume is included for your review.

If you should have any questions, please do not hesitate to contact me.

Sincerely

  
Daniel P. McCoy  
Albany County Executive

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



# County of Albany

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

## Legislation Text

**File #:** TMP-3205, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

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

Approval for the filling of the Director of Affirmative Action position.

Date:	3/14/2022
Submitted By:	Lucas Rogers
Department:	Executive
Title:	Senior Policy Analyst
Phone:	518-447-5566
Department Rep.	
Attending Meeting:	Michael McLaughlin

**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: A1432 11240  
Appropriation Amount: \$82,669

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: 100%  
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: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The County Executive's Office is seeking approval from the Legislature to appoint Galal-Aldeen Cancer to the position of Director of Affirmative Action within the Department of Human Resources. The candidate's experience uniquely qualifies him for this position. The attached resume is included for your review.

# Galal-Aldeen Cancer

████████████████████  
Slingerlands, NY 12159  
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## EDUCATION

### **Kent State University, 2016**

*Masters of Art*

Sport and Recreation Management

### **Cornell University, 2015**

*Bachelor of Science*

Applied Economics & Management

Specialization in Marketing & Strategy

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## SKILLS AND LEADERSHIP

- Proficient with the Microsoft Office Applications
- Proficient with social media websites and applications
- Communication
- Team-Oriented
- Adaptable
- Former NCAA Athlete and Team Captain, (2012-2016)
- JROTC Company Commander (2011)
- Event Management (2017,2018)
- Strategic Thinking

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## RELATED ACTIVITIES

- Zero Youth Detention Group (2021)
- Albany County Equity Agenda Initiative
- Band, Cheer, Dance Coordinator (2018)
- Practice Coordinator/Back of House Assistant (2018)

## EXPERIENCE

### **Affirmative Action Compliance Officer, COUNTY OF ALBANY**

DECEMBER 2018- PRESENT (Albany, NY)

- Participates in recruitment activities for the county employment referral program and 55 a program to fill vacancies in all departments which include attending job fairs, creating job postings, communicating with employment contacts, and with potential candidates.
- Provides guidance and technical assistance to contractors in preparing and completing affirmative action compliance forms.
- Communicates with project managers to ensure that goals are being met according to submitted schedule.
- Attends project meetings with contractors and conducts site visits.
- Reviews and analyzes staff utilization reports and payments submitted by contractors.
- Process affirmative action holds on payroll authorizations for new vacancies.
- Investigates complaints of discrimination and harassment and prepare reports.
- Assist with the implementation of the County's Equity Agenda which includes reporting and coordinating ongoing equity work with County Departments.
- Compile, analyze data, and generate reports for County EEO reporting.
- Responsible for evaluating and providing technical assistance in other areas of affirmative action to ensure compliance with County policies, state and federal laws.

### **CHAMPIONSHIPS ASSISTANT, MID-AMERICAN CONFERENCE**

JULY 2017 – JUNE 2018 (Cleveland, OH)

- Assisted and helped run multiple successful conference championships.
- Inventoried awards/trophies and merchandise for all the conference championships.
- Developed and created entertainment zone pocket guides for the 2018 NCAA Wrestling Championship.
- Marketed and promoted the city of Cleveland to over 15,000 fans.
- Organized and disbursed parking passes and access credentials.
- Monitored team practices and warm up areas prior to competition.
- Assisted with hospitality and back of house operations, supervised volunteers, and ensured work areas were taken care of.
- Organized and ran teleconference with the group prior to the tournament.
- Served as direct contact and liaison for this group throughout tournament.
- Ensured the teams got in and out of the arena in a timely manner before and after competition.