

# **County of Albany**

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



## **Meeting Agenda**

**Thursday, September 26, 2024**

**6:00 PM**

**Harold L. Joyce Albany County Office Building  
Cahill Room - First Floor**

### **Personnel Committee**

**PREVIOUS BUSINESS:**

1. APPROVING PREVIOUS MEETING MINUTES
2. AMENDING THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES REGARDING HEALTH INSURANCE BENEFITS FOR RETIREES
3. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "K" FOR 2024: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK CREATING CHAPTER 202 OF THE ALBANY COUNTY CODE, PROHIBITING THE USE OF EMPLOYMENT PROMISSORY NOTES AND OTHER SIMILAR PROVISIONS
4. LOCAL LAW NO. "K" FOR 2024: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK CREATING CHAPTER 202 OF THE ALBANY COUNTY CODE, PROHIBITING THE USE OF EMPLOYMENT PROMISSORY NOTES AND OTHER SIMILAR PROVISIONS

**CURRENT BUSINESS:**

5. CONFIRMING THE APPOINTMENT OF THE COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES

# **County of Albany**

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



## **Meeting Minutes**

**Thursday, August 29, 2024**

**6:00 PM**

**Harold L. Joyce Albany County Office Building  
Cahill Room - First Floor**

### **Personnel Committee**

**PREVIOUS BUSINESS:**

**Present:** Lynne Lekakis, Sean E. Ward, Gilbert F. Ethier, Samuel I. Fein, Jeffrey D. Kuhn, Todd A. Drake and Mark E. Grimm

**Excused:** Raymond F. Joyce and Merton D. Simpson

**1. APPROVING PREVIOUS MEETING MINUTES**

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

**2. AMENDING THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES REGARDING HEALTH INSURANCE BENEFITS FOR RETIREES**

This proposal was tabled at the request of the Sponsor.

**3. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "K" FOR 2024: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK CREATING CHAPTER 202 OF THE ALBANY COUNTY CODE, PROHIBITING THE USE OF EMPLOYMENT PROMISSORY NOTES AND OTHER SIMILAR PROVISIONS**

This proposal was tabled at the request of the Sponsor.

**4. LOCAL LAW NO. "K" FOR 2024: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK CREATING CHAPTER 202 OF THE ALBANY COUNTY CODE, PROHIBITING THE USE OF EMPLOYMENT PROMISSORY NOTES AND OTHER SIMILAR PROVISIONS**

This Local Law was tabled at the request of the Sponsor.

**CURRENT BUSINESS:****5. APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE DEPARTMENT OF RESIDENTIAL HEALTH CARE FACILITIES AND 1199 SEIU SHAKER PLACE REHABILITATION AND NURSING CENTER COLLECTIVE BARGAINING UNIT AND AMENDING THE 2024 ALBANY COUNTY BUDGET**

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

**LOCAL LAW NO. "K" FOR 2024**

**A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK CREATING CHAPTER 202 OF THE ALBANY COUNTY CODE, PROHIBITING THE USE OF EMPLOYMENT PROMISSORY NOTES AND OTHER SIMILAR PROVISIONS**

Introduced: 7/8/24

By McLean Lane and Willingham:

A Local Law creating Chapter 202 of the Albany County Code, entitled **Labor**, and Article 1 of such Chapter, entitled **Employment Promissory Notes**, to prohibit the use of employment promissory notes and other similar provisions in Albany County.

BE IT ENACTED by the Albany County Legislature as follows:

**Section 1. Chapter Creation.**

Chapter 202, **Labor** is hereby created.

Chapter 202, Article I, **Employment Promissory Notes**, is hereby created.

**Section 2. § 202-1, Title.**

This Local Law shall be known as the "Albany County Trapped at Work Law."

**Section 3. § 202-2, Legislative Intent.**

Workers' ability to change jobs freely is critical to their economic liberty as well as to creating a thriving and innovative economy in the County of Albany.

A key tenet of worker protections and empowerment is that the cost of any training required by an employer to perform a job should be borne by the employer who ultimately stands to financially benefit from a well-trained workforce.

Employment provisions that indebt workers to their former employers upon separation for the cost of training reduce those workers' professional mobility, create obstacles toward financial security, and stifle the County economy.

Therefore, this legislature finds it necessary to prohibit the use of employment promissory notes and other similar provisions to protect workers in Albany County from employment-based debts by ensuring that employers bear the expenses for training they require for their workers.

#### **Section 4. § 202-3, Definitions.**

1. "Employer" means any individual, partnership, association, corporation, limited liability company, trust, government or government subdivision, or organized group that hires or contracts with a worker to work for the employer.
  - (a) "Employer" includes any subsidiary of an employer and any individual, partnership, association, corporation, limited liability company, trust, government or government subdivision, or organized group associated with an employer that provides training to workers.
2. "Worker" means any individual who is permitted to work for or on behalf of an employer.
  - (a) "Worker" includes any employee, independent contractor, extern, intern, volunteer, apprentice, sole proprietor who provides a service or services to an employer or to a client or customer of an employer on behalf of such employer, or individual who provides service through a business or nonprofit entity or association.
  - (b) "Worker" shall not include an individual whose sole relationship with an employer is as a vendor of goods, even if the individual performs incidental service for the employer.
3. "Employment promissory note" means any instrument, agreement, or contract provision that requires a worker to pay the employer, or their agent or assignee, a sum of money if the worker leaves such employment before the passage of a stated period of time.
  - (a) "Employment promissory note" includes any such instrument, agreement, or contract provision which states such payment of moneys constitutes reimbursement or training provided to the worker by the employer or a third party.

#### **Section 5. § 202-4, Scope.**

1. This article supersedes common law only to the extent that it applies to an employment promissory note but otherwise does not affect principles of law and equity consistent with this article.
2. The rights and remedies provided pursuant to this article shall be in addition to, and shall not supersede, any other rights and remedies provided by statute or common law.

**Section 6. § 202-4, Prohibiting the Use of Employment Promissory Notes.**

1. No employer may require, as a condition of employment, any worker or prospective worker to execute an employment promissory note. The execution of an employment promissory note as a condition of employment is against public policy and any such note shall be void. If any such note is part of a larger agreement, the invalidity of such note shall not affect the other provisions of such agreement.
2. Nothing in this section shall prohibit or render void or unenforceable any agreement between a worker and an employer that:
  - (a) requires the worker to repay the employer any sums advanced to such worker by the employer, unless such sums were used to pay for training related to the worker's employment with the employer;
  - (b) requires the worker to pay the employer for any property it has sold or leased to such worker;
  - (c) requires educational personnel to comply with any terms or conditions of sabbatical leaves granted by their employers; or
  - (d) is entered into as part of a program agreed to by the employer and its workers' collective bargaining representative.

**Section 7. § 202-5, Enforcement and Penalties.**

1. Any employer found to have violated this article shall be fined not less than \$1,000 and not more than \$5,000 for each violation. Each worker or prospective worker whom an employer required to execute an employment promissory note or against whom an employer seeks to enforce such a note shall constitute a separate violation of this article.
2. Any worker or prospective worker for whom an employer requires execution of an employment promissory note as a condition of employment or against whom an employer seeks to enforce such a note may bring an action against such employer to recover actual damages or \$5,000, whichever is greater, and injunctive relief. In the event of a successful action, the court shall award any plaintiff reasonable costs and attorney fees.

**Section 8. Severability.**

If any clause, sentence, paragraph, section, subdivision, or other part of this local law or its application shall be adjudged by a court of competent jurisdiction to

be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder of the local law which shall remain in full force and effect except as limited by such order or judgment.

**Section 9. SEQRA Compliance.**

This County Legislature determines that this local law constitutes a "Type II action" pursuant to the provisions of the State Environmental Quality Review Act (SEQRA), and that no further action under SEQRA is required.

**Section 10. Effective Date.**

This local law shall take effect immediately following its filing with the Office of the Secretary of State.



**RESOLUTION NO. 419**

**PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "K" FOR 2024: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK CREATING CHAPTER 202 OF THE ALBANY COUNTY CODE, PROHIBITING THE USE OF EMPLOYMENT PROMISSORY NOTES AND OTHER SIMILAR PROVISIONS**

Introduced: 7/8/24

By McLean Lane and Willingham:

RESOLVED, By the County Legislature of the County of Albany that a public hearing on proposed Local Law No. "K" for 2024, "A Local Law of the County of Albany, New York Creating Chapter 202 of the Albany County Code, Prohibiting the Use of Employment Promissory Notes and Other Similar Provisions" to be held by the Albany County Legislature at 7:15 p.m. on Tuesday, July 23, 2024, with participation information to be made available on the Albany County website, and the Clerk of the County Legislature is directed to cause notice of such hearing to be published containing the necessary information in accordance with the applicable provisions of law.



DANIEL P. MCCOY  
COUNTY EXECUTIVE

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

MICHAEL P. McLAUGHLIN, JR.  
DEPUTY COUNTY EXECUTIVE

August 9, 2024

Hon. Joanne Cunningham, Chairwoman  
Albany County Legislature  
112 State Street Rm 710  
Albany, NY 12207

Chairwoman Cunningham,

The Albany County Executive's Office seeks Legislative confirmation of Erin Stachewicz to the position of Commissioner of Social Services Department. She meets the qualifications for this position, as evidenced by the enclosed resume. Salary is set as budgeted amount for the line: \$136,578.00.

Thank you for your consideration on the matter. Please do not hesitate to reach out to my office if there are any questions and concerns.

Sincerely,

Daniel P. McCoy  
Albany County Executive

cc: Dennis Feeny, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel



# County of Albany

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

## Legislation Text

**File #:** TMP-5795, **Version:** 1

### **REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**  
Confirmation of the Commissioner of Social Services Department

**Date:** 8/9/24  
**Department:** CEO  
**Attending Meeting:** Stefanie Thomas and Erin Stachewicz  
**Submitted By:** Stefanie Thomas  
**Title:** Policy Analyst  
**Phone:** 5184475567

**Purpose of Request:** Approval of Plan/Procedure

### **CONTRACT TERMS/CONDITIONS:**

**Party Names and Addresses:**  
Erin Stachewicz

**Term: (Start/end date or duration)** No term  
**Amount/Raise Schedule/Fee:** Enter text.

### **BUDGET INFORMATION:**

**Is there a Fiscal Impact:** Yes  No   
**Anticipated in Budget:** Yes  No   
**Spreadsheet attached:** Yes  No

### **Source of Funding - (Percentages)**

**Federal:** Enter text. **County:** 100  
**State:** Enter text. **Local:** Enter text.

### **County Budget Accounts:**

**Revenue Account and Line:** Enter text.  
**Revenue Amount:** Enter text.  
**Appropriation Account and Line:** A96010-11010  
**Appropriation Amount:** \$136,578

### **ADDITIONAL INFORMATION:**

**Mandated Program/Service:** Yes  No   
**If Mandated, Cite Authority:** Enter text.  
**Request for Bids / Proposals:**

Competitive Bidding Exempt: Yes  No   
# of Response(s): Enter text.  
# of MWBE: Enter text.  
# of Veteran Business: Enter text.  
Bond Resolution No.: Enter text.  
Apprenticeship Program Yes  No

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

**DESCRIPTION OF REQUEST:** (state briefly why legislative action is requested)

Confirmation of Erin Stachewicz as the Commissioner of Social Services Department. Ms Stachewicz has the experience and education necessary to meet the qualifications of this role. Please find a copy of Ms. Stachewicz's resume for your review.

## Erin M. Stachewicz, MSHSA

### **Executive Profile**

Quality, expertise, and value driven systems delivery executive with a verifiable record of achievement in creating and developing efficient strategies and process improvements. Proven competencies in improving organizational productivity, through the development of strategies that foster operational synergies and lasting, positive change. Financial expertise in analysis, budgeting, and developing cost reduction initiatives. Strong technological, programmatic and policy experience for all levels of projects including administration, data collection and outcomes.

### **Relevant Skills**

Leadership and communication skills	Project management
Business operations and organization	Project planning
Budgeting expertise	Strategic Planning
RFP/RFA Development and Scoring	Grant Writing and Administration
State and Federal Regulatory Analysis	Employee Relations
Staff Training and Development	Self-Motivated

### **Highlights of Relevant Experience**

#### *Project Management*

- Project Director for the development and implementation of several new technological projects to improve the Department of Social Services internal workflow as well as enhance customer service. These technological advances include a Reception queuing system, SNAP document upload kiosks, SNAP Call Center, Ventek Case Status Tracking for public eligibility programs.
- Project Lead for development of internal workflows and implementation of NYDocSubmit application.
- Project Lead for the design and implementation of a statewide data collection system for the New York State Office for Aging
- Project Lead for the design and implementation of a statewide aging and disability services and supports resource directory for the New York State Office for Aging.
- Liaison between NYS Department of Health and NYSTEC Consultants in the development of business requirements, systems access, for a NY Connects Screening tool within the Health Commerce System (HCS), Universal Assessment System (UAS).
- Liaison with staff of State Contractors and NYS Department of Health for the development of business requirements, systems access, etc. or renewals, new applications and development of data systems for the New York State of Health.

#### *Human Resources*

- Responsible for personnel concerns and disciplinary hearings; working in conjunction with human resources and legal team.
- Development of Administrative protocols and procedures for various local and state agencies
- Ongoing Workforce Development Assessment and Planning
- Employee Benefit Administration
- ADA Coordinator for the Department of Social Services
- Lead Representative for CSEA Union Negotiations for Albany County Department of Social Service

### *Staff Development*

- Oversees the administration of comprehensive staff development programs for department employees.
- Guide Staff Development Coordinator on ways to improve employee morale and productivity through the effective creation, coordination, and presentation of training and development programs.
- Together with the Staff Development Coordinator, assess, monitor and identify resource capability and training gaps, and implement programs to address any existing issues.
- Developed and implemented a temporary telework program for the Department of Social Services

### *Policy and Program Administration*

- Analyze and interpret federal and state regulations to facilitate the development and implementation of various strategies and initiatives at the state and local level.
- Supervise and work closely with staff to support the administration of programs, technological advances, etc.
- Develop operational procedures, directives, communicate policy, and oversee and monitor tasks to accomplish program objectives.
- Work with the team to analyze internal agency workflows to identify process improvement steps and develop a plan for implementation.
- Analyze data and facts for all strategies and initiatives; garnering stakeholders' input to determine what state and local initiatives should be moved forward.
- Provide program evaluation and feedback on policy and recommend program and regulatory proposal changes to the Bureau Chief, Commissioner, etc. Oversee the preparation of required documents to support program evaluation results and recommendations for quality improvement.

## **PROFESSIONAL EXPERIENCE**

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### **June 2016-Current Albany County Department of Social Services, Albany, NY Executive Deputy Commissioner**

- Responsible along with the Commissioner for full administration, planning and organizational and operation activities of the agency.
- Assists Commissioner in preparation of the \$135 million dollar annual budget and monitoring of department adherence to the annual budget.
- Provides leadership, support and day-to-day guidance to the Directors, Assistant Directors and 300+ staff of the agency to deliver quality service and efficient operations of programs and services within its mandate.
- Oversight of Contract management including budgeting, program deliverables and reporting for various program areas.
- Assists the Commissioner in the public relations aspect of the department and in interpreting the work of the department to the community.
- Cooperates with representatives of State agencies in the operation and development of the local Social Services district program and directs the preparation and submission of required reports to the state.
- Facilitate meetings and represent the agency with contracted providers, community based organizations and community stakeholders

- Acts on behalf of the Commissioner with other County Departments, governmental and private agencies and community groups.

**May 2014-June 2016 NYS Office for the Aging, Division of Policy, Planning, Programs and Outcomes, Albany, NY**

**Assistant Director**

- Provide leadership, support and day-to-day guidance to Division staff on the development and implementation of strategic objectives and work priorities and assignments in relation to policy, planning for EISEP, SADS, HIICAP, NY Connects, and Caregiver Respite programs.
- Liaison with Commissioners/Directors of local County Office for Aging Departments to provide guidance on policy and programs the NYS Office for Aging and its Area Agencies on Aging are responsible for;
- Oversees the design, implementation and evaluation of innovative projects, programs and technologies that improve the delivery of programs and services to the elderly and their family members.
- Assumes lead responsibility on selected priorities within the agency; works on teams and performs different roles as necessary, including team leader, group facilitator and peer contributor.

**December 2012-May 2014 NYS Department of Health, Office of Health Insurance Programs, Division of Eligibility and Marketplace Integration, Albany, NY**

**Health Program Administrator 3**

- Analyze federal regulation and current State systems to facilitate implementation of policy initiatives and the administrative infrastructure required for Federal Health Care Reform.
- Supervise and work closely with division staff to support the administration of the New York State of Health including developing operational procedures, directives, communicating policy, and overseeing and monitoring of tasks to accomplish program objectives.
- Conduct program evaluation and gather feedback on policy and regulatory requirements. Recommend program and regulatory changes based on evaluation and feedback to the Bureau Directors and Division Director.
- Analyze and compile reports from DOH, NYS and Contractor data systems to assist in current program evaluation and trend identification for administrative infrastructure development and implementation of the New York State of Health.

**June 2007-December 2012 Albany County Department of Social Services, Albany, NY**

**Long Term Care Coordinator**

- Responsible for development and ongoing operation of the Albany County's Long Term Care Point of Entry initiative; including strategic planning, procedural development and problem solving with the continuing goal of ensuring a high quality long-term care system that is coordinated, accessible, effective and efficient.
- Develop and maintain strong relationships with long term care providers, regulators, consumer advocates and other entities in order to foster effective collaboration and coordination associated with joint programmatic initiatives, grant applications and budgetary collaborations.
- Work collaboratively with Department of Social Services Adult Services and Medicaid Directors to interpret regulatory changes to ensure compliance and to facilitate continuous provision of services to recipients.
- Work hand in hand with leadership and staff of the Departments of Social Services and Aging to facilitate implementation of long term care initiatives in the community.

- Participation in the development and implementation of multiple projects such as the Care Coordination program, Volunteer Care Transitions program and the NYS Dept. of Health Universal Assessment System beta test.
- Write contracts and memorandums of understanding related to NY Connects and various special projects. Monitor and ensure contract compliance through formulation of policies and procedures.
- Provide ongoing policy interpretation and direction to staff in their work assignments related to NY Connects and other projects.
- Organize, lead, and provide administrative support to the Long Term Care Council.
- Research and analyze policies, laws and regulations; identify and promote opportunities to increase the efficiency and cost effectiveness of the long term care system and make recommendations for changes in policy.
- Coordinate, plan and administer public education, media and outreach for initiatives related to long term care in Albany County.

**PRIOR PROFESSIONAL EXPERIENCE**

**1998-June 2007 Town of Colonie Senior Resources Department, Colonie, NY**

**Caseworker**

- Provided short-term case management and advocacy to older adults and their caregivers.
- Collaborated with Department of Social Services, housing agencies, community based organizations, health care facilities and professionals to facilitate services such as food stamps, Medicaid, housing repairs, meals, transportation, health and wellness programs, to assist older adults to maintain quality of life in the community.
- Developed and analyzed two separate needs assessment research studies for the Town of Colonie's long term strategic plan in offering programs and services to older adults and their caregivers and its impact on development of new programs and/or procedures.
- Co-Chaired Colonie Senior Network Programs and Services Committee. Committee evaluates programs and services offered in Albany County, analyze where collaborations can be made with various agencies and offer recommendations to Town Supervisor and Town Board on priority issues and where policy and program changes can be made.

**1997-1999 Chubb Group of Insurance Companies, Albany, NY**

**Part-Time Customer Service Representative**

- Issued new commercial lines insurance policies and revised in force policies as required.
- Customer service provided by telephone and written correspondence.

**1996-1997 Daughters of Sarah Nursing Center, Albany, NY**

**Human Resource Assistant**

- Screened, interviewed new hires; conducted new employee orientations.
- Processed and maintained all human resource files including applications, payroll and employee benefits.

**1986-1995 Aetna Life Insurance and Annuity Company, Albany, NY**

**Senior Account Manager; Service/Sales Representative**

- Administered a Half Million Dollar Book of Business consisting of payroll deducted life insurance accounts for hospitals, nursing homes and corporations.
- Oversaw and managed annual budget, a staff of 20 employees, including responsibility for recruitment and training of new employees and office workflow.
- Developed long term consultative relationships with employers and insurance agents.



- Administered and assured employer satisfaction with employee benefit programs in the Upstate New York area. Reviewed State and Federal regulations for benefits, rates, and claims compliance.

#### EDUCATION & FORMAL TRAINING

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*Maria College, Albany, NY (1983)*

- AAS Business Administration

*College of St. Rose, Albany, NY (1999)*

- Bachelors in Social Work

*Sage Graduate School, Albany, NY (2003)*

- Masters of Science Health Services Administration/Gerontology

*Licensed Social Worker, State of Massachusetts (2000-2021)*