



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

COMMITTEE: WAYS AND MEANS
DATE: FEBRUARY 24, 2020
TIME: 1:30 P.M.

<u>Committee Members</u> D. Pangrazio, Chairman D. Knapp, Vice Chairman D. Fanaro E. Gott W. Wadsworth D. LeFeber D. Mahus

PLEDGE OF ALLEGIANCE:

REVISED: COUNTY ADMINISTRATOR

1:30 PERSONNEL ISSUES

Action Item(s) To Be Reported

- SHERIFF'S OFFICE – SHERIFF THOMAS DOUGHERTY
AMENDING THE 2020 LIVINGSTON COUNTY SALARY SCHEDULE: SHERIFF'S OFFICE
RESOLVED**, that the 2020 Livingston County Salary Schedule is amended as follows:

Sheriff's Office

- Create one full time Chief Deputy (Professional Standards) position effective at the retirement of Deputy Sheriff/Road Patrol (A. G. Miller) salary to be determined on the Department Head Salary Schedule.

For: Succession plan of forthcoming retirements

1:40 PERSONNEL – JENNIFER DAMON (Attachments)

Action Item(s) To Be Reported

- MODIFYING THE LIVINGSTON COUNTY SEXUAL HARASSMENT PREVENTION POLICY, POLICY STATEMENT, AND REPORTING FORM**

RESOLVED, that the Livingston County Sexual Harassment Prevention Policy, Policy Statement, and Reporting Form are hereby modified as shown on the attached documents.

Director's Comments: In 2019, New York State made some changes to its laws concerning sexual harassment prevention. It subsequently updated its model policy, policy statement, and reporting documents. These actions necessitate changes to the County's documents. The request is to modify the County's documents to make them substantively consistent with the State's model documents. This will ensure the County's continuing compliance with State law.

1:45 CENTRAL SERVICES – BILL MANN

Action Item(s) To Be Reported

- AUTHORIZING AMENDMENTS ON THE UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT (USDA-RD) BUDGET/COST CERTIFICATION DOCUMENT (FORM E) TO ACCOUNT FOR AND PAY THE CONSTRUCTION COSTS FOR THE EXPANSION OF THE LIVINGSTON COUNTY EMERGENCY OPERATIONS CENTER**

WHEREAS, Livingston County has received funding approval from the United States Department of Agriculture Rural Development (USDA-RD) for the expansion of the Livingston County Emergency Operations Center; and

WHEREAS, the United States Department of Agriculture Rural Development has required the following modifications to Form E, within Section A (Administrative) and Section D (Contingency):

- Section A. 1. Legal; \$3,750.00 will be transferred to Section A. 8. Miscellaneous; and
- Section A. 1. Legal will reflect a \$0.00 budget;
- Section A. 8. Miscellaneous; will increase to \$9,028.00;



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

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- Section A. 2. Bonding; will increase to \$8,500.00;
- Section A. 5. Bookkeeping & Reporting; \$10,000.00 will be transferred to Section A. 4. Fiscal Coordination;
- Section A. 5. Bookkeeping & Reporting will reflect a \$0.00 budget;
- Section A. 4. Fiscal Coordination; will increase to \$18,765.00;
- Section A. 6. Lands & Rights of Way; will increase to \$5,002.40;
- Section A. Total A. Administrative; will increase a total of \$8,223.00;
- Section A. Total A. Administrative; will increase to \$68,420.40;
- Section D. 1. Contingency b. Construction; will decrease by \$8,223.40;
- Section D. 1. Contingency b. Construction; \$8,223.40, shall be transferred to Section A. to balance the new total in Section A. Total A. Administrative;
- Section D. 1. Contingency b. Construction; will reflect a balance of \$141,603.60;

now, therefore, be it

RESOLVED, that the Livingston County Deputy County Administrator is authorized and directed to make the amendments stated above per the United States Department of Agriculture Rural Development requirements; and be it further

RESOLVED, that any future amendments to Form E are hereby authorized with only the review and approval of the Livingston County Administrator.

1:50 COUNTY TREASURER – AMY DAVIES Pre-approved Informational Item(s) To Be Reported

1. King Cole Bean Properties – Special Auction

1:55 REAL PROPERTY TAX SERVICES – BILL FULLER Action Item(s) To Be Reported

1. CORRECTING TAX ROLL-TOWNS OF GROVELAND AND LIVONIA

WHEREAS, the Director of Real Property Tax Services has transmitted a written report of his investigation and recommendation with regard to three (parcels) applications for correction of the tax rolls, pursuant to the Real Property Tax Law, as prepared for the Towns of Groveland and Livonia on the tax rolls for the years hereinafter set forth; and

WHEREAS, said parcels were incorrectly assessed and/or taxed for reasons set forth in the applications for correction requested from the Director of Real Property Tax Services attached hereto; now, therefore, be it

RESOLVED, that the Director of Real Property Tax Services is authorized and directed to forward a copy of this resolution to the officer(s) having jurisdiction of the tax roll so that the roll(s) can be corrected; and a notice of approval to the applicant(s); and be it further

RESOLVED, that the County Treasurer and/or Town Tax Collector are hereby authorized to make the tax roll corrections and forward the corrected tax bills. The County Treasurer is authorized to issue refunds and/or make the appropriate chargebacks as hereinafter set forth for the application(s).

Year, Municipality Owner(s) Parcel	Taxing Jurisdiction	Original Tax Bill	Corrected Tax Bill	Refund to Owner	Chargebacks to Taxing Jurisdictions
1. 2020 Groveland	Livingston County	\$1,210.91	\$0.00	\$0.00	\$1,210.91
Groveland Volunteer	Groveland Town Tax	\$565.76	\$0.00	\$0.00	\$565.76
Fire Department, Inc.	School Relevy	\$2,688.19	\$0.00	\$0.00	\$2,688.19
Tax Map Number	Groveland Fire 1/Amb	\$68.00	\$0.00	\$0.00	\$68.00
118.-1-4.22	Total	<u>\$4,532.86</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,532.86</u>
2. 2020 Livonia	Livingston County	\$0.00	\$0.00	\$0.00	\$0.00
State of New York	Livonia Town Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tax Map Number	Livonia Fire 3	\$0.00	\$0.00	\$0.00	\$0.00
75.11-1-15	Liv Ctr Cty Swr Imp	\$0.00	\$0.00	\$0.00	\$0.00



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

	Cty Wtr#1Zone 4 Imp	\$17.00	\$0.00	\$0.00	\$17.00
	Total	\$17.00	\$0.00	\$0.00	\$17.00
3. 2020 Livonia	Livingston County	\$1,993.57	\$1,846.67	\$146.90	\$146.90
Alexeichik,	Livonia Town Tax	\$1,271.28	\$1,177.61	\$93.67	\$93.67
Stephen & Nancy	Livonia Fire 3	\$333.27	\$333.27	\$0.00	\$0.00
Tax Map Number	Total	\$3,598.12	\$3,357.55	\$240.57	\$240.57
83.-1-10.215					

2:00 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #2B-FEBRUARY 26, 2020

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #2B dated February 26, 2020 in the total amount of \$2,849,296.69.

2. AMENDING 2020 LIVINGSTON COUNTY BUDGET – SHERIFF’S OFFICE

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries, which have been approved by the Livingston County Administrator.

3. AUTHORIZING TRANSFER OF FUNDS – DEPARTMENT OF HEALTH (5)

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Amendment entries, which have been approved by the Livingston County Administrator.

4. ESTABLISHING AN ACCOUNT – OFFICE FOR THE AGING

RESOLVED, that the Livingston County Treasurer is authorized and directed to establish a new account per the electronic entries, which have been approved by the Livingston County Administrator.

5. ADOPTING 2020 OFFICIAL LIST OF COUNTY OFFICIALS REQUIRED TO FILE AN ANNUAL STATEMENT OF FINANCIAL DISCLOSURE UNDER SECTION 2F OF LOCAL LAW NO. 4 OF THE YEAR 1990

WHEREAS, the Livingston County Ethics Board has recommended to the Chairman of the Board of Supervisors the 2020 Official List of County Officials required to file an annual statement of financial disclosure, it is hereby

RESOLVED, that the Livingston County Board of Supervisors adopts the attached list which constitutes the 2020 Official List of County Officials required to file an annual statement of financial disclosure pursuant to the provisions of the Local Law No. 4 of the year 1990.

6. RATIFYING TENTATIVE COLLECTIVE BARGAINING AGREEMENT WITH THE LIVINGSTON COUNTY COALITION OF PATROL SERVICES AND AUTHORIZING EXECUTION OF A COLLECTIVE BARGAINING AGREEMENT

WHEREAS, the collective bargaining agreement between the Livingston County Coalition of Patrol Services and Livingston County expired on December 31, 2019; and

WHEREAS, the negotiating teams for the parties have reached a tentative agreement for a new collective bargaining agreement; and

WHEREAS, the Livingston County Coalition of Patrol Services ratified the agreement February 5, 2020, and

WHEREAS, the Ways and Means Committee recommends the ratification of this agreement by the County; now, therefore, be it



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

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RESOLVED, that the tentative agreement, a copy of which is attached hereto, is hereby ratified; and, be it, further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors and the County Administrator are hereby authorized to execute a collective bargaining agreement consistent with the terms of the tentative agreement commencing January 1, 2020 and expiring December 31, 2023.

Pre-approved Informational Item(s) To Be Reported

1. NYS Budget Update
2. Budget & Finance Update

2:15 ADJOURNMENT



LIVINGSTON COUNTY SEXUAL HARASSMENT POLICY

A. INTRODUCTION

Livingston County is committed to maintaining a workplace free from ~~any form of~~ sexual harassment. Sexual harassment is ~~the a~~ form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Livingston County's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Livingston County. Employees can also file a complaint with ~~the a~~ government agency or in court under federal, state or local antidiscrimination laws.

B. POLICY:

1. Application of Policy. Livingston County's ~~Policy-policy~~ applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Livingston County. In the remainder of this document, the term "employees" refers to this collective group.
2. Policy. Sexual harassment will not be tolerated. Any employee or individual covered by this ~~Policy-policy~~ who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition. No person covered by this Policy shall be subject to adverse ~~employment~~ action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Livingston County will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Livingston County who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they

¹ While this policy specifically addresses sexual harassment, harassment because of any discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected nonemployees include persons commonly

have been subjected to such retaliation should inform a supervisor, manager, or the Livingston County Personnel Officer. All employees, paid or unpaid interns, or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Effects of Sexual Harassment. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Livingston County to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Investigation and Corrective Action. Livingston County will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Livingston County will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. Reporting by Employees. All employees are encouraged to report any harassment or behaviors that violate this policy. Livingston County will provide all employees a complaint form for employees to report harassment and file complaints.
7. Reporting by Managers and Supervisors. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Livingston County Personnel Officer or, if it is not possible to report to the Personnel Officer, to the County Administrator.
8. Posting of Policy. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in the main office, not an off-site work location) and be provided to employees upon hiring.

C. **WHAT IS "SEXUAL HARASSMENT"?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

1. **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults-acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks - or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people’s ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
 - Sabotaging an individual’s work; or
 - Bullying, yelling, name-calling.

2. **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

3. **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

D. **WHAT IS “RETALIATION”?**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;

- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

E. REPORTING SEXUAL HARASSMENT

Preventing sexual harassment is everyone’s responsibility. Livingston County cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager, the Livingston County Personnel Officer, or the County Administrator. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, the Livingston County Personnel Officer, or the County Administrator.

Reports of sexual harassment may be made orally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

F. SUPERVISORY RESPONSIBILITIES

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Livingston County Personnel Officer or, if it is not possible to report to the Personnel Officer, to the County Administrator.

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In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

G. COMPLAINT AND INVESTIGATION OF SEXUAL HARASSMENT

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in oral or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Livingston County will not tolerate retaliation against employees ~~to~~ who file complaints, support another's complaint, or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Livingston County Personnel Officer or another individual designated by the County Administrator will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective ~~actions~~ action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

- Inform the individual who reported of the right to file a complaint or charge extra ~~early-externally~~ as outlined in the next section.

H. LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Sexual harassment is not only prohibited by Livingston County but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Livingston County, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with the governmental agency, you may ~~speak~~ seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

1. State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, §290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns, and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** ~~(three years beginning Aug. 12, 2020)~~ of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

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Complaining internally to Livingston County does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that ~~discrimination-sexual harassment~~ has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458-. You may call (718) 741-8400, or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and

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mailed to DHR. The website also contains contact information for DHR’s regional offices across New York State.

2. **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (~~Codified~~-codified as 42 U.S.C. §2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

3. **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, ~~40 Reector~~^{22 Reade} Street, ~~10th-1st~~ Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

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4. **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



LIVINGSTON COUNTY COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form ~~for employees~~ to report alleged incidents of sexual harassment.

If you believe you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Livingston County Personnel Officer or, if a report cannot be made to the Personnel Officer, to the County Administrator. The Personnel Officer may be contacted at: 6 Court St., Room 206, Geneseo, NY 14454, (585) 243-7570, LivCoPers@co.livingston.ny.us. The County Administrator may be contacted at: 6 Court St., Room 302, Geneseo, NY 14454, (585) 243-7040, icoyle@co.livingston.ny.us. The completed form may be submitted by mail, hand delivery or e-mail. Once you submit this form, the County will follow its sexual harassment prevention policy and investigate any claims. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting orally or in another manner, your employer should complete this form, provide you with a copy, and the County is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form. You may make an oral report by either calling ~~at~~ the telephone number specified above, or by calling to make an appointment to meet with the Personnel Officer or County Administrator, ~~if you cannot make a report to the Personnel Officer.~~

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

1. COMPLAINANT INFORMATION

A	Name	
B	Home Address	
C	Work Address	
D	Home Phone	
E	Work Phone	
F	Job Title	
G	Email (personal)	
H	Select Preferred	€ Email

Communication Method (select one)	<input type="checkbox"/> Mail <input type="checkbox"/> <u>In person</u>
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2. SUPERVISORY INFORMATION

<u>A</u>	<u>Immediate Supervisor's Name</u>	
<u>B</u>	<u>Supervisor's Title</u>	
<u>C</u>	<u>Supervisor's Work Phone</u>	
<u>D</u>	<u>Supervisor's Work Address</u>	

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2.3. COMPLAINT INFORMATION

A. Your complaint of sexual harassment is made against:

1	Name	
2	Title	
3	Work Address	
4	Work Phone	
5	Relationship to you	<input type="checkbox"/> Supervisor <input type="checkbox"/> Subordinate <input type="checkbox"/> Co-Worker <input type="checkbox"/> Other. Please specify:

B. Please describe what happened and how it is affecting you and your work~~the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment.~~ Please use additional sheets of paper if necessary and attach any relevant documents or evidence. (Please type or print legibly.)

C. Date(s) sexual harassment occurred

Is the sexual harassment continuing: Yes No

D. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint.

Name	Contact information (i.e. address, telephone number and/or e-mail address)	Information the individual has relevant to your complaint

The last question is option, but may help the investigation.

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E. Have you previously complained or provided information (oral or written) about sexual harassment at Livingston Countyrelated incidents? If yes, when and to whom did you complain or provide information?

I have previously complained or provided information about <u>sexual harassment at Livingston Countyrelated incidents</u> . (Yes or No)	To whom did you make the report?	What did you report?

F. Have you taken any of the following steps: If you have retained legal counsel and would like us to work with them, please provide their contact information.

--

F.

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Action	Yes or No
Have you filed a claim regarding this complaint with a federal, state or local government agency ^{3,2}	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you instituted a legal suit or court action regarding this complaint?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you hired an attorney with respect to this complaint?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3.4. COMPLAINANT'S CERTIFICATION

I certify that the information I have provided in this form is true and correct to the best of my knowledge and belief. I request that Livingston County investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature	
Date	

4.5. INSTRUCTIONS FOR EMPLOYERS

If Livingston County receives a complaint about alleged sexual harassment, it must follow its sexual harassment prevention policy by investigating the allegation(s) through actions such as:

- Speaking with the complainant
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all investigations will be investigated promptly and resolved as quickly as possible. The investigation will be kept confidential to the extent possible.

³ A local government agency other than Livingston County.

Livingston County ~~should~~will create a written document of the findings of the investigation and the basis for its decisions, along with any corrective actions taken and notify the complainant and the individual(s) against whom the complaint was made of the outcome of the investigation. This may be done by e-mail.



LIVINGSTON COUNTY SEXUAL HARASSMENT PREVENTION POLICY NOTICE

Sexual harassment is against the law.

All employees have a legal right to a workplace free from sexual harassment, and Livingston County is committed to maintaining a workplace free from sexual harassment.

Per New York State law, Livingston County has a sexual-harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status. You are receiving this notice, as required by law, either at the time of hiring or during your annual sexual harassment prevention training.

If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, manager, the Livingston County Personnel Officer, or the County Administrator so we can take action.

Our complete policy and complaint form may be found at:

<http://www.livingstoncounty.us/331/Employee-Information>

Our training materials may be found at:

[_____]

If you have questions or to make a complaint, please contact:

**Livingston County Personnel Officer
6 Court Street, Room 206
Geneseo, NY 14454
Phone: (585) 243-7570
Fax: (585) 243-7936
Email: LivCoPers@co.livingston.ny.us**

For more information and additional resources, please visit:

www.ny.gov/programs/combating-sexual-harassment-workplace



Budget Request - Amendment with Instance ID of 40110 from Sheriffs Office - Awaiting Board Approval
lforms
to:
MRees
02/11/2020 01:43 PM
Hide Details
From: lforms@co.livingston.ny.us
To: MRees@co.livingston.ny.us

1 Attachment



ERP Budget Request Form.pdf

Budget Request - Amendment from **Sheriffs Office** has been approved by the County Administrator. This request requires board approval.

Date of Request: 2/11/2020
Department: Sheriffs Office **Program:**
Type of Request: Budget Request - Amendment
Instance ID: 40110

From Appropriation / Revenue
From Dept Code:
From Dept Description: Victim Specialist Program
12650.89

To Appropriation
To Dept Code:
To Dept Description: Victim Specialist Program
12650.89

Reason: (if applicable)

Source of Revenue: USDOJ Victim Specialist Program (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.

[Click here to open this task in Forms.](#)



Budget Request - Transfer with Instance ID of 40087 from Health, Department of - Awaiting Board Approval

lforms

to:

MRees

02/11/2020 09:19 AM

Hide Details

From: lforms@co.livingston.ny.us

To: MRees@co.livingston.ny.us

1 Attachment



ERP Budget Request Form.pdf

Budget Request - Transfer from Health, Department of has been approved by the County Administrator. This request requires board approval.

Date of Request: 2/10/2020

Department: Health, Department of **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 40087

From Appropriation / Revenue

From Dept Code:

From Dept Description: Public Water Supply
5632.00

To Appropriation

To Dept Code:

To Dept Description: Public Water Supply
5632.00

Reason: To cover year end deficits (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.

[Click here to open this task in Forms.](#)



Budget Request - Transfer with Instance ID of 40080 from Health, Department of - Awaiting Board Approval

Ifforms

to:

MRees

02/11/2020 09:18 AM

Hide Details

From: Ifforms@co.livingston.ny.us

To: MRees@co.livingston.ny.us

1 Attachment



ERP Budget Request Form.pdf

Budget Request - Transfer from **Health, Department of** has been approved by the County Administrator. This request requires board approval.

Date of Request: 2/10/2020

Department: Health, Department of **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 40080

From Appropriation / Revenue

From Dept Code:

From Dept Description: WIC

13087.00

To Appropriation

To Dept Code:

To Dept Description: WIC

13087.00

Reason: To cover year end deficits (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.

[Click here to open this task in Forms.](#)



Budget Request - Transfer with Instance ID of 40085 from Health, Department of - Awaiting Board Approval

lforms

to:

MRees

02/11/2020 09:18 AM

Hide Details

From: lforms@co.livingston.ny.us

To: MRees@co.livingston.ny.us

1 Attachment



ERP Budget Request Form.pdf

Budget Request - Transfer from **Health, Department of** has been approved by the County Administrator. This request requires board approval.

Date of Request: 2/10/2020

Department: Health, Department of **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 40085

From Appropriation / Revenue

From Dept Code:

From Dept Description: Lead

982.00

To Appropriation

To Dept Code:

To Dept Description: Lead

982.00

Reason: To cover year end deficits (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.

[Click here to open this task in Forms.](#)



Budget Request - Transfer with Instance ID of 40086 from Health, Department of - Awaiting Board Approval

lforms

to:

MRees

02/11/2020 09:18 AM

Hide Details

From: lforms@co.livingston.ny.us

To: MRees@co.livingston.ny.us

1 Attachment



ERP Budget Request Form.pdf

Budget Request - Transfer from Health, Department of has been approved by the County Administrator. This request requires board approval.

Date of Request: 2/10/2020

Department: Health, Department of **Program:**

Type of Request: Budget Request - Transfer

Instance ID: 40086

From Appropriation / Revenue

From Dept Code:

From Dept Description: Radon

611.00

To Appropriation

To Dept Code:

To Dept Description: Radon

611.00

Reason: To cover year end deficits (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.

[Click here to open this task in Forms.](#)



Budget Request - Transfer with Instance ID of 40077 from Health, Department of - Awaiting Board Approval
lfforms
to:
MRees
02/11/2020 09:17 AM
Hide Details
From: lfforms@co.livingston.ny.us
To: MRees@co.livingston.ny.us

1 Attachment



ERP Budget Request Form.pdf

Budget Request - Transfer from Health, Department of has been approved by the County Administrator. This request requires board approval.

Date of Request: 2/10/2020
Department: Health, Department of **Program:**
Type of Request: Budget Request - Transfer
Instance ID: 40077

From Appropriation / Revenue
From Dept Code:
From Dept Description: Reproductive Health Center
58514.00

To Appropriation
To Dept Code:
To Dept Description: Reproductive Health Center
58514.00

Reason: To cover year end deficits (if applicable)

Source of Revenue: (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.

[Click here to open this task in Forms.](#)



2020 Budget Request - Establish Account with Instance ID of 40239 from Office for the Aging - Awaiting Board Approval
lfforms

to:
MRees
02/19/2020 10:24 AM
Hide Details
From: lfforms@co.livingston.ny.us
To: MRees@co.livingston.ny.us

1 Attachment



ERP Budget Request Form.pdf

2020 Budget Request - Establish Account from **Office for the Aging** has been approved by the County Administrator. This request requires board approval.

Date of Request: 2/19/2020
Department: Office for the Aging **Program:**
Type of Request: Budget Request - Establish Account
Instance ID: 40239

From Appropriation / Revenue
From Dept Code:
From Dept Description: NY Connects EE
2870.00

To Appropriation
To Dept Code:
To Dept Description: NY Connects EE
2870.00

Reason: (if applicable)

Source of Revenue: State funds (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.

[Click here to open this task in Forms.](#)

OFFICIAL LIST OF COUNTY OFFICIALS REQUIRED TO FILE ANNUAL DISCLOSURE UNDER SECTION 2(F) OF LOCAL LAW #4-1990 1

2020	FIRST NAME	LAST NAME	DEPARTMENT	TITLE
	DAVID	DIPASQUALE	BOARD OF ELECTIONS	ELECTION COMMISSIONER
	DIANA M.	FARRELL	BOARD OF ELECTIONS	DEPUTY COMMISSIONER
	LAURA M.	SCHOONOVER	BOARD OF ELECTIONS	DEPUTY COMMISSIONER
	REBECCA	SCHROEDER	BOARD OF ELECTIONS	ELECTION COMMISSIONER
	DEBORAH J.	BABBITT HENRY	BOARD OF SUPERVISORS	SUPERVISOR
	BILL	CARMAN	BOARD OF SUPERVISORS	SUPERVISOR
	IVAN C.	DAVIS	BOARD OF SUPERVISORS	SUPERVISOR
	GERALD L.	DEMING	BOARD OF SUPERVISORS	SUPERVISOR
	CHARLES J.	DIPASQUALE	BOARD OF SUPERVISORS	SUPERVISOR
	SUE	ERDLER	BOARD OF SUPERVISORS	SUPERVISOR
	MICHAEL	FALK	BOARD OF SUPERVISORS	SUPERVISOR
	DAVID	FANARO	BOARD OF SUPERVISORS	SUPERVISOR
	ERIC R.	GOTT	BOARD OF SUPERVISORS	SUPERVISOR
	DWIGHT	KNAPP	BOARD OF SUPERVISORS	SUPERVISOR
	DAVID L.	LEFEBER	BOARD OF SUPERVISORS	SUPERVISOR
	DENNIS P.	MAHUS	BOARD OF SUPERVISORS	SUPERVISOR
	DANIEL L.	PANGRAZIO	BOARD OF SUPERVISORS	SUPERVISOR
	MICHELE R	REES	BOARD OF SUPERVISORS	CLERK OF THE BOARD
	MARK J.	SCHUSTER	BOARD OF SUPERVISORS	SUPERVISOR
	WILLIAM S.	WADSWORTH	BOARD OF SUPERVISORS	SUPERVISOR
	MERILEE	WALKER	BOARD OF SUPERVISORS	SUPERVISOR
	DONALD	WESTER	BOARD OF SUPERVISORS	SUPERVISOR
	SHANNON	GRIESE	BOARD OF SUPERVISORS	COUNTY CORONER
	RICHARD J	KANTOWSKI	BOARD OF SUPERVISORS	COUNTY CORONER
	ROGER	KING	BOARD OF SUPERVISORS	COUNTY CORONER
	ROBERT	WALTMAN	BOARD OF SUPERVISORS	COUNTY CORONER
	TERRI	BROCKINGTON	CENTER FOR NURSING & REHAB.	ADMISSIONS COORDINATOR
	KATHLEEN	CRYE	CENTER FOR NURSING & REHAB.	DIRECTOR OF NURSING
	JOHN D.	CUNNINGHAM	CENTER FOR NURSING & REHAB.	FINANCE SUPERVISOR
	TOM	HELLES	CENTER FOR NURSING & REHAB.	BUILDING & GROUNDS WORKING FOREPERSON
	ANTHONY	JARZYNA	CENTER FOR NURSING & REHAB.	DIRECTOR OF REHABILITATIVE SERVICES
	KIMBERLY	KAVANAGH	CENTER FOR NURSING & REHAB.	LEISURE TIME ACTIVITIES DIRECTOR
	LISA	PRESTON	CENTER FOR NURSING & REHAB.	COORDINATOR ADULT DAY HEALTH CARE
	KANDIE	PARKER	CENTER FOR NURSING & REHAB.	DIRECTOR OF SOCIAL WORK SERVICES
	CYNTHIA	PENDER-CANARVIS	CENTER FOR NURSING & REHAB.	ASSISTANT DIRECTOR OF NURSING
	BARBARA	RAUBER	CENTER FOR NURSING & REHAB.	DIRECTOR OF FISCAL SERVICES
	ROGER E.	TOWNSEND	CENTER FOR NURSING & REHAB.	DEPUTY DIRECTOR OF LONG TERM CARE
	STEPHEN	WOODRUFF	CENTER FOR NURSING & REHAB.	DIRECTOR
	WILLIAM	CAVALIER	CENTRAL SERVICES	WORKING FOREMAN
	DAN	KEENAN	CENTRAL SERVICES	WORKING FOREMAN
	WILLIAM	MANN	CENTRAL SERVICES	DEPUTY COUNTY ADMINISTRATOR FOR OPERATIONS & CENTRAL SERVICES
	JAMES	MONTESANO	CENTRAL SERVICES	WORKING FOREMAN
	HAYDEN	DADD	CONFLICT DEFENDER	CONFLICT DEFENDER

OFFICIAL LIST OF COUNTY OFFICIALS REQUIRED TO FILE ANNUAL DISCLOSURE UNDER SECTION 2(F) OF LOCAL LAW #4-1990 2

HEIDI	FEINBERG	CONFLICT DEFENDER	ASSISTANT CONFLICT DEFENDER
KEVIN	FITZGERALD	CONFLICT DEFENDER	ASSISTANT CONFLICT DEFENDER
BRADLEY	KEEM	CONFLICT DEFENDER	ASSISTANT CONFLICT DEFENDER
NICHOLAS	NARCHUS	CONFLICT DEFENDER	ASSISTANT CONFLICT DEFENDER
ROMAN	MISULA	CONFLICT DEFENDER	ASSISTANT CONFLICT DEFENDER
SCOTT	WOODRUFF	CONFLICT DEFENDER	ASSISTANT CONFLICT DEFENDER
JULIE	BARRY	COUNTY ADMINISTRATION	GRANT & PUBLIC INFORMATION COORDINATOR
IAN M.	COYLE	COUNTY ADMINISTRATION	COUNTY ADMINISTRATOR
LISA M.	GROSSE	COUNTY ADMINISTRATION	ADMINISTRATIVE ASSISTANT
ASHLEY	SCUTT	COUNTY ADMINISTRATION	SECRETARY TO THE COUNTY ADMINISTRATOR
SHANNON	HILLIER	COUNTY ATTORNEY	COUNTY ATTORNEY
JOHN	LOCKHART	COUNTY ATTORNEY	ASSISTANT COUNTY ATTORNEY
TERRENCE P.	DONEGAN	COUNTY AUDITOR	COUNTY AUDITOR
ANDREA	BAILEY	COUNTY CLERK	DEPUTY COUNTY CLERK
MARY	STRICKLAND	COUNTY CLERK	COUNTY CLERK
AMY	DAVIES	COUNTY TREASURER	COUNTY TREASURER
LINDA	FOX	COUNTY TREASURER	DEPUTY
JOAN	FLENDER MD	DEPARTMENT OF HEALTH	MEDICAL CONSULTANT
MARK	GROVE	DEPARTMENT OF HEALTH	DIRECTOR OF ENVIRONMENTAL HEALTH
ERIK	HENDERSON	DEPARTMENT OF HEALTH	FINANCE SUPERVISOR
CLAUDIA	MCAFFEE	DEPARTMENT OF HEALTH	DOG CONTROL OFFICER
JAMES	PERAINO	DEPARTMENT OF HEALTH	DEPUTY DIRECTOR OF PUBLIC HEALTH
JENNIFER	RODRIGUEZ	DEPARTMENT OF HEALTH	PUBLIC HEALTH DIRECTOR
KATHY	ROOT	DEPARTMENT OF HEALTH	DIRECTOR OF PATIENT SERVICES
VACANT		DEPARTMENT OF HEALTH	DIRECTOR OF PATIENT SERVICES
CAROL	CAREY	DEPARTMENT OF HEALTH - BOARD OF HEALTH	MEMBER
AARON	FARNEY	DEPARTMENT OF HEALTH - BOARD OF HEALTH	MEMBER
JEFFERY	HANSON M.D.	DEPARTMENT OF HEALTH - BOARD OF HEALTH	MEMBER
DEANNA	LYONS MD	DEPARTMENT OF HEALTH - BOARD OF HEALTH	MEMBER
DOUGLAS J.	MACKENZIE	DEPARTMENT OF HEALTH - BOARD OF HEALTH	MEMBER
BARBARA	WALKER	DEPARTMENT OF HEALTH - BOARD OF HEALTH	MEMBER
MERILEE	WALKER	DEPARTMENT OF HEALTH - BOARD OF HEALTH	SUPERVISOR MEMBER
VACANT		DEPARTMENT OF HEALTH - COMMUNITY SERVICES	DEP DIRECTOR OF COMM. MENTAL HEALTH SERV.
MICHELE	ANUSZKIEWICZ	DEPARTMENT OF HEALTH - COMMUNITY SERVICES	DIRECTOR OF COMM. MENTAL HEALTH SERVICES
GILLIAN	CONDE	DEPARTMENT OF HEALTH - COMMUNITY SERVICES	COMMUNITY SERVICES BOARD CO-CHAIRPERSON
VACANT		DEPARTMENT OF HEALTH - COMMUNITY SERVICES	FINANCIAL MANAGER
VACANT		DEPARTMENT OF HEALTH - COMMUNITY SERVICES	COMMUNITY SERVICES BOARD CO-CHAIRPERSON
SCOTT	CANNON	DEPARTMENT OF SOCIAL SERVICES	SOCIAL SERVICES ATTORNEY
DIANE	DEANE	DEPARTMENT OF SOCIAL SERVICES	COMMISSIONER
ELLA	GARDNER	DEPARTMENT OF SOCIAL SERVICES	DIRECTOR OF ADMINISTRATIVE SERVICES
KRISTINE	GULESANO	DEPARTMENT OF SOCIAL SERVICES	SECRETARY TO THE COMMISSIONER
HOLLEY	HILLIER	DEPARTMENT OF SOCIAL SERVICES	HOUSING PROGRAMS COORDINATOR
TRACY	MCCAUGHEY	DEPARTMENT OF SOCIAL SERVICES	SOCIAL SERVICES DIVISION DIRECTOR
MARSHA	MITCHELL	DEPARTMENT OF SOCIAL SERVICES	SOCIAL SERVICES DIVISION DIRECTOR
ASHLEY	WEISS	DEPARTMENT OF SOCIAL SERVICES	SENIOR SOCIAL SERVICES ATTORNEY

OFFICIAL LIST OF COUNTY OFFICIALS REQUIRED TO FILE ANNUAL DISCLOSURE UNDER SECTION 2(F) OF LOCAL LAW #4-1990 3

VACANT		DEPARTMENT OF SOCIAL SERVICES	STAFF DEVELOPMENT COORDINATOR
JEFFREY	WINTERS	DEPARTMENT OF SOCIAL SERVICES	CHILD SUPPORT COORDINATOR
DENNIS	COHEN	DISTRICT ATTORNEY	ASSISTANT
JUSTIN	HILL	DISTRICT ATTORNEY	ASSISTANT
DANIEL	MAGILL	DISTRICT ATTORNEY	ASSISTANT
GREGORY	MCCAFFREY	DISTRICT ATTORNEY	DISTRICT ATTORNEY
DARREN A.	PILATO	DISTRICT ATTORNEY	ASSISTANT
VICTOR D.	ROWCLIFFE	DISTRICT ATTORNEY	FIRST ASSISTANT
JOSHUA	TONRA	DISTRICT ATTORNEY	ASSISTANT
WILLIAM E.	BACON	ECONOMIC DEVELOPMENT	DIRECTOR
MAUREEN	WHEELER	ECONOMIC DEVELOPMENT	DEPUTY DIRECTOR
DAVID	FANARO	ECONOMIC DEVELOPMENT - IDA	MEMBER
DWIGHT	KNAPP	ECONOMIC DEVELOPMENT - IDA	MEMBER
LAURA	LANE	ECONOMIC DEVELOPMENT - IDA	MEMBER
GARY D.	MOORE	ECONOMIC DEVELOPMENT - IDA	MEMBER
KIRSTY	NORTHRUP	ECONOMIC DEVELOPMENT - IDA	MEMBER
ROBERT	SMITH	ECONOMIC DEVELOPMENT - IDA	MEMBER
VACANT		ECONOMIC DEVELOPMENT - IDA	MEMBER
KEVIN	NIEDERMAIER	EMERGENCY MANAGEMENT SERVICES	DIRECTOR
KAREN	DEWAR	EMERGENCY MEDICAL SERVICES	DIRECTOR
SAMUEL	TINELLI	EMERGENCY MEDICAL SERVICES	SUPERVISING ADVANCED LIFE SUPPORT TECH
ZACHERY	CRACKNELL	HIGHWAY	DEPUTY SUPERINTENDENT
DONALD N.	HIGGINS	HIGHWAY	SUPERINTENDENT
SHANNON	RICE	HIGHWAY	DEPUTY SUPERINTENDENT
ELAINE D.	SZOCZEI-BREHM	HIGHWAY	ADMINISTRATIVE HIGHWAY MANAGER
JASON	WOLFANGER	HIGHWAY	DEPUTY SUPERINTENDENT
AMIE	ALDEN	HISTORIAN	COUNTY HISTORIAN
HOLLY	WATSON	HISTORIAN	DEPUTY COUNTY HISTORIAN
JASON	PARKER	INFORMATION & TECHNOLOGY SERVICES	DIRECTOR
ELAINE	VANSON	INFORMATION & TECHNOLOGY SERVICES	DEPUTY DIRECTOR
SUE	BAGLEY	OFFICE FOR THE AGING	FINANCE SUPERVISOR
SUE	CARLOCK	OFFICE FOR THE AGING	DIRECTOR
ANNE	DEMARTE	OFFICE FOR THE AGING	AGING SERVICES CASEWORKER
MELISSA	GABY	OFFICE FOR THE AGING	CASE MANAGER
JESSICA	WILKINS	OFFICE FOR THE AGING	SENIOR NUTRITION PROGRAM COORDINATOR
JENNIFER	DAMON	PERSONNEL	DEPUTY PERSONNEL OFFICER
TISH E.	LYNN	PERSONNEL	PERSONNEL OFFICER
LAURINE M.	MONTEMARANO	PERSONNEL	PERSONNEL ASSISTANT
ANGELA	ELLIS	PLANNING	DEPUTY COUNTY ADMINISTRATOR FOR PLANNING & SPECIAL PROJECTS
HEATHER	FERRERO	PLANNING	DEPUTY DIRECTOR
JON	WHITE	PLANNING - AG & FARMLAND PROTECTION BOARD	CHAIRPERSON
VACANT		PLANNING - AG & FARMLAND PROTECTION BOARD	VICE CHAIRPERSON
STEWART	LEFFLER	PLANNING - COUNTY PLANNING BOARD	CHAIRPERSON
VACANT		PLANNING - COUNTY PLANNING BOARD	VICE CHAIRPERSON

OFFICIAL LIST OF COUNTY OFFICIALS REQUIRED TO FILE ANNUAL DISCLOSURE UNDER SECTION 2(F) OF LOCAL LAW #4-1990 4

ALEXANDER	PIERCE	PLANNING - ENVIRONMENTAL MGMT COUNCIL	CHAIRPERSON
WILLIAM	MC CLEARY	PLANNING - ENVIRONMENTAL MGMT COUNCIL	VICE CHAIRPERSON
LYNNE	MIGNEMI	PROBATION	DIRECTOR
ANN	CONNOR	PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER
KELLY	DONOHUE BURNS	PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER
MARC	DUCLOS	PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER
MARSHALL	KELLY	PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER
BRADLEY	JANSON	PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER
CHRISTOPHER	LARAGY	PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER
MICHAEL	MCNELIS	PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER
LINDSAY P.	QUINTILONE-JORDAN	PUBLIC DEFENDER	PUBLIC DEFENDER
DANIEL L.	ROMANO	PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER
BRIAN	SPINDLER	PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER
WILLIAM	FULLER	REAL PROPERTY TAX	DIRECTOR
VACANT		RECORDS MANAGEMENT	RECORDS INVENTORY SUPERVISOR
BRIAN	APPLIN	SHERIFF	DEPUTY SHERIFF MAJOR/INVESTIGATIONS
MATTHEW	BEAN	SHERIFF	UNDERSHERIFF
THOMAS	DOUGHERTY	SHERIFF	SHERIFF
JEFFREY	HAMMOND	SHERIFF	CORRECTIONS CAPTAIN
DANIEL	RITTENHOUSE	SHERIFF	POLICE SERVICES COMMANDER
AMANDA	SCHULTZ	SHERIFF	EMERGENCY COMMUNICATIONS DIRECTOR
JASON	YASSO	SHERIFF	DEPUTY SHERIFF MAJOR/CORRECTIONS
NORMAN	ZEH	SHERIFF	DEPUTY SHERIFF MAJOR/ROAD PATROL
JASON	SKINNER	VETERANS' SERVICE AGENCY	DIRECTOR
DAVID LEE	TERRY	VETERANS' SERVICE AGENCY	DEPUTY DIRECTOR
TIMOTHY	CORNELL	WORKFORCE DEV - COMMUNITY INITIATIVES COUNCIL	MEMBER
VACANT		WORKFORCE DEV - COMMUNITY INITIATIVES COUNCIL	MEMBER
ANN	HUNT	WORKFORCE DEV - COMMUNITY INITIATIVES COUNCIL	MEMBER
SYDNEY	UNDERWOOD	WORKFORCE DEV - COMMUNITY INITIATIVES COUNCIL	CHAIRPERSON
LINDSAY P.	QUINTILONE-JORDAN	WORKFORCE DEV - COMMUNITY INITIATIVES COUNCIL	MEMBER
AMELIA	YOUSEY	WORKFORCE DEV - COMMUNITY INITIATIVES COUNCIL	VICE CHAIRPERSON
MARY	GULDENSCHUH	WORKFORCE DEVELOPMENT & YOUTH BUREAU	DEPUTY DIRECTOR
RYAN	SNYDER	WORKFORCE DEVELOPMENT & YOUTH BUREAU	DIRECTOR