



# ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini  
Chairman  
(315) 798-5900

Mikale Billard  
Clerk  
(315) 798-5404

George Joseph  
Majority Leader

Timothy Julian  
Minority Leader

## COMMUNICATIONS FOR DISTRIBUTION FOR THE OCTOBER 12, 2022 MEETING

(Correspondence relating to upcoming legislation, appointments, petitions, etc.)

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ONEIDA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.  
County Executive  
ce@ocgov.net

September 12, 2022

FN 20 22 - 299

Oneida County Board of Legislators  
800 Park Ave  
Utica, NY 13501

**READ & FILED**  
WAYS & MEANS

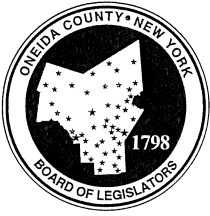
Dear Honorable Members,

In accordance with the terms of the Oneida County Charter, I wish to appear before you on Wednesday October 5, 2022 at 10:00 am to present the proposed Oneida County Operating Budget and Capital Project Plan for the year 2023.

Sincerely,

Anthony J. Picente, Jr.  
Oneida County Executive





# ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

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(315) 798-5900

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George Joseph  
Majority Leader

Timothy Julian  
Minority Leader

FN 20 22-300

**READ & FILED**

## NOTICE OF SPECIAL MEETING

### Oneida County Board of Legislators

**NOTICE IS HEREBY GIVEN** to the members of the Oneida County Board of Legislators that a Special Meeting will be held Wednesday, October 5, 2022 at 10:00 AM in the Oneida County Board of Legislators Chambers, 800 Park Ave. Utica, NY. The purpose of such meeting is to receive the 2023 County Budget and 2023 Capital Budget.

**NOTICE IS FURTHER GIVEN** that the Ways and Means Committee will meet immediately following the Special Meeting on October 5, 2022.

The purpose of such meeting is to establish the meeting schedule for review and consideration of the 2023 County Budget and 2023 Capital Budget.

Mikale P. Billard  
Clerk of the Board of Legislators  
Dated: September 22, 2022

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ONEIDA COUNTY
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.
County Executive
ce@ocgov.net

Date: September 15, 2022

FN 20 22 - 301

Oneida County
Board of Legislators
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Honorable Members:

In order to close the County accounting records for 2021, the need for fund transfers appeared in various departmental appropriation accounts throughout the County. These transfers are required primarily due to the need to charge 2021 accounts for actual and anticipated 2021 expenditures occurring in 2021, as required under Generally Accepted Accounting Principles (GAAP).

In most cases, the following transfers are made from unencumbered funds in other appropriation accounts within the respective departments.

Therefore, in accordance with Section 610, Oneida County Administrative Code, I hereby request your Board approval for the following 2021 fund transfers. I also request that these closeouts be acted on at the October 12, 2022 meeting.

TO:

Table with 2 columns: Fund Transfer Description and Amount. Includes items like Board of Legislators Retirement, County Courts, District Attorney Office, and Public Defender-Criminal services.



AA# A1313.810 - Finance- Real Estate, Retirement.....	3,087.
AA# A1315.1951 Audit & Control, Over Fees & Services.....	1,282.
AA# A1340.810 - Budget, Retirement .....	5,952.
AA# A1340.860 - Budget, Health Insurance .....	1,043.
AA# A1412.810 - Naturalization, Retirement.....	516.
AA# A1412.860 - Naturalization, Health Insurance.....	176.
AA# A1420.1951 Law Department, Over Fees & Services .....	483.
AA# A1420.810 - Law Department, Retirement.....	122,271.
AA# A1430.1951 Personnel, Other Fees & Services .....	1.
AA# A1430.810 - Personnel, Retirement .....	5,120.
AA# A1450.810 - Board of Elections, Retirement.....	19,171.
AA# A1480.4951 Health Insurance Administration, Other Expenses .....	44,865.
AA# A1480.840 - Health Insurance Administration, Workers Compensation .....	683.
AA# A1490.810 - Public Works-Commissioner, Retirement .....	62.
AA# A1490.860 - Public Works-Commissioner, Health Insurance.....	4,314.
AA# A1620.412 - Buildings & Grounds, Insurance & Bonding.....	5,005.
AA# A1620.810 - Buildings & Grounds, Retirement .....	8,621.
AA# A1670.810 - Central Print & Mail Svcs, Retirement.....	912.
AA# A1670.840 - Central Print & Mail Svcs, Workers Compensation.....	283.
AA# A1670.860 - Central Print & Mail Svcs, Health Insurance.....	1,092.
AA# A1900.412 - Insurance on County Property, Insurance & Bonding.....	5,844.
AA# A1930.420 - Judgements & Claims, Judgements & Claims.....	4,000.
AA# A1985.4 - - Sales Tax Payments to Other Governments .....	1.
AA# A3020.101 - Emergency Communications, Salaries.....	87,012.
AA# A3020.810 - Emergency Communications, Retirement .....	19,280.
AA# A3110.810 - Sheriff-Administration, Retirement .....	5,538.
AA# A3111.810 - Sheriff-STOP DWI, Retirement.....	3,716.
AA# A3111.830 - Sheriff-STOP DWI, Social Security .....	1,620.
AA# A3112.810 - Sheriff-Security, Retirement .....	44,466.
AA# A3113.101 - Sheriff-Special Initiatives, Salaries.....	19,776.
AA# A3113.810 - Sheriff-Special Initiatives, Retirement.....	9,152.
AA# A3113.830 - Sheriff-Special Initiatives, Social Security .....	846.
AA# A3115.840 - Sheriff-Civil, Workers Compensation .....	2,682.
AA# A3117.101 - Sheriff-Court Attendants, Salaries .....	29,228.
AA# A3117.810 - Sheriff-Court Attendants, Retirement.....	21,770.
AA# A3117.860 - Sheriff-Court Attendants, Health Insurance.....	2,302.
AA# A3120.101 - Sheriff-Law Enforcement, Salaries.....	308,221.
AA# A3120.412 - Sheriff-Law Enforcement, Insurance & Bonding .....	104,638.
AA# A3120.810 - Sheriff-Law Enforcement, Retirement.....	60,039.
AA# A3120.830 - Sheriff-Law Enforcement, Social Security .....	8,986.
AA# A3121.101 - Sheriff-SPO, Salaries .....	4,029.
AA# A3141.810 - Probation-Domicile Restriction Program, Retirement.....	6,061.
AA# A3141.830 - Probation-Domicile Restriction Program, Social Security .....	2,699.
AA# A3141.840 - Probation-Domicile Restriction Program, Workers Compensation.....	600.
AA# A3141.860 - Probation-Domicile Restriction Program, Health Insurance .....	13,307.
AA# A3142.810 - Probation-PINS Program, Retirement.....	13,513.
AA# A3142.830 - Probation-PINS Program, Social Security .....	15.
AA# A3142.860 - Probation-PINS Program, Health Insurance .....	42,510.
AA# A3144.810 - Probation-Raise the Age, Retirement.....	6,566.

AA# A3150.101 - Sheriff-Jail Inmates, Salaries .....	701,995.
AA# A3150.412 - Sheriff-Jail Inmates, Insurance & Bonding.....	20,400.
AA# A3150.830 - Sheriff-Jail Inmates, Social Security.....	172,070.
AA# A3152.810 - Sheriff- Inmate Commissary, Retirement .....	392.
AA# A4010.412 - Public Health Administration, Insurance & Bonding .....	2,796.
AA# A4010.840 - Public Health Administration, Workers Compensation.....	9.
AA# A4011.412 - Public Health-PHC Administration, Insurance & Bonding .....	176.
AA# A4011.840 - Public Health-PHC Administration, Workers Compensation .....	276.
AA# A4012.412 - Public Health-Clinic, Insurance & Bonding .....	15,925.
AA# A4012.810 - Public Health-Clinic, Retirement.....	2,027.
AA# A4015.195 - Public Health-Lead Screening, Other Fees & Services.....	302.
AA# A4015.412 - Public Health-Lead Screening, Insurance & Bonding .....	569.
AA# A4018.412 - Public Health Environment Health, Insurance & Bonding.....	2,409.
AA# A4020.412 - COVID-19, Insurance & Bonding .....	2,595.
AA# A4020.810 - COVID-19, Retirement.....	55,945.
AA# A4059.412 - Early Intervention Admin, Insurance & Bonding .....	2,030.
AA# A4059.810 - Early Intervention Admin, Retirement.....	1,314.
AA# A4059.830 - Early Intervention Admin, Social Security .....	957.
AA# A4060.412 - EHC Admin (3-5 yrs), Insurance & Bonding.....	1,617.
AA# A4060.810 - EHC Admin (3-5 yrs), Retirement.....	6,158.
AA# A4089.810 - Immunization Action Plan, Retirement .....	11,380.
AA# A4089.830 - Immunization Action Plan, Social Security .....	1,792.
AA# A4089.860 - Immunization Action Plan, Health Insurance .....	50.
AA# A4092.109 - Public Health Emergency Preparedness, Salaries-Other.....	94,446.
AA# A4220.810 - DOJ/IIR-OD Map, Retirement.....	1,040.
AA# A4220.830 - DOJ/IIR-OD Map, Social Security .....	1,287.
AA# A4310.195 - Mental Health Administration, Other Fees & Services .....	25,058.
AA# A4310.810 - Mental Health Administration, Retirement.....	18,035.
AA# A4312.495 - Mental Health-Psych Exp in Criminal Act .....	4,269.
AA# A5620.101 - Department of Aviation, Salaries.....	122,924.
AA# A5620.493 - Department of Aviation, Maintenance, Repair & Services.....	22,926.
AA# A5620.495 - Department of Aviation, Other Expenses .....	116,066.
AA# A5630.495 - Planning-Bus Line in OC, Other Expenses.....	30,000.
AA# A6010.109 - Social Services Administration, Salaries-Other.....	31,908.
AA# A6010.49536 Social Services Administration, NYS DSS Chargebacks .....	11,079.
AA# A6011.49537 Children & Adult Services, Child Advocacy Center.....	112,694.
AA# A6011.810 - Children & Adult Services, Retirement.....	12,757.
AA# A6012.49541 Temporary Help, Codes Projects.....	263,325.
AA# A6013.451 - Medicaid Admin, Auto Supplies.....	673.
AA# A6013.456 - Medicaid Admin, Gasoline & Oil.....	1,040.
AA# A6015.101 - Home Energy Assistance Program, Salaries .....	3,200.
AA# A6015.495 - Home Energy Assistance Program, Other Expenses .....	505.
AA# A6015.810 - Home Energy Assistance Program, Retirement.....	3,155.
AA# A6015.860 - Home Energy Assistance Program, Health Insurance.....	528.
AA# A6070.49547 Purchase of Services County, Preventive Services .....	797,478.
AA# A6070.49551 Purchase of Services County, Adolescent/Adult Care .....	75,506.
AA# A6109.495 - Family Assistance (TANF), Other Expenses .....	106,058.
AA# A6119.495 - Child Care, Other Expenses.....	1,818,892.
AA# A6129.495 - Payments to State Training Schools, Other Expenses .....	1,385,104.

AA# A6143.495 - Energy Crisis Assistance Program, Other Expenses.....	32,654.
AA# A6432.495 - Planning-Mohawk Valley Edge, Other Expenses.....	50,000.
AA# A6510.412 - Veterans-Service Agency, Insurance & Bonding.....	888.
AA# A6510.830 - Veterans-Service Agency, Social Security.....	2,354.
AA# A6510.840 - Veterans-Service Agency, Workers Compensation.....	489.
AA# A6610.412 - Purchasing-Weights & Measures, Insurance & Bonding.....	1,329.
AA# A6610.860 - Purchasing-Weights & Measures, Health Insurance.....	560.
AA# A6772.495121Office for the Aging, Volunteer Services.....	27,126.
AA# A6773.810 - OFA-Senior Nutrition Program, Retirement.....	2,568.
AA# A6774.101 - Office of Continuing Care, Salaries.....	343,382.
AA# A7220.495 - BOL-OC Sports Facility Authority, Other Expenses.....	10,320.
AA# A7310.810 - Youth Bureau, Retirement.....	2,888.
AA# A7310.860 - Youth Bureau, Health Insurance.....	176.
AA# A8020.495 - Planning, Other Expenses.....	24,000.
AA# A8730.495 - Budget OC Soil & Water Conservation District.....	38,750.
AA# A8752.495140 Budget-Cooperative Ext Association, Basic Op.....	50,000.
AA# A9050.850 - Health Insurance, Unemployment Insurance.....	6,548.
AA# A9922.9 - - -Transfer to Other Funds, County Road Fund.....	3,100,000.
AA# A9930.9- - - Transfer to Other Funds, Workforce Development Fund.....	306,873.
AA# A9950.9 - - - Transfer to Other Funds, Capital Fund.....	14,618,086.
"A" Fund Total:	\$25,833,516.

AA# D5110.102 - Maintenance of Highways, Temporary Help.....	45,777.
AA# D5110.103 - Maintenance of Highways, Overtime.....	2,299.
AA# D5020.810 - Engineering, Retirement.....	1,116.
AA# D5020.830 - Engineering, Social Security.....	853.
"D" Fund Total:\$	50,045.

AA# G8100.9 - - -Transfer to Debt Service.....	281,915.
AA# G8110.810 - Water Pollution Control-Administration, Retirement..... \$	15,155.
AA# G8110.860 - Water Pollution Control-Administration, Health Insurance.....	27,965.
AA# G8120.810 - Water Pollution Control-Sanitary Sewers, Retirement.....	1,139.
AA# G8130.412 - Water Pollution Control-Sewage Treatment, Insurance & Bond.....	119,058.
AA# G8130.810 - Water Pollution Control-Sewage Treatment, Retirement.....	39,832.
AA# G8140.810 - Water Pollution Control-Industrial, Retirement.....	2,001.
"G" Fund Total:\$	487,065.

AA# J6293.810 - Summer Youth Employment Program, Retirement..... \$	1,006.
AA# J6293.830 - Summer Youth Employment Program, Social Security.....	853.
AA# J6293.850 - Summer Youth Employment Program, Unemployment.....	1,250.
AA# J6295.830 - Summer Youth Employment Program, Social Security.....	6,382.
AA# J6300.810 - Office of Workforce Development, Retirement.....	11,370.
AA# J6302.830 - Administration-Other Grants, Social Security.....	55.
AA# J6303.102 - Oneida County College Student Corps, Temp Help.....	85,286.
"J" Fund Total:\$	106,202.

AA# M5130.109 - Road Machinery Fund, Salaries-Other.....	326,714.
AA# M5130.492 - Road Machinery Fund, Computer Software & Licenses.....	1,732.

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AA# M5130.493 - Road Machinery Fund, Maintenance, Repair, & Services.....	92,013.
“M” Fund Total:\$	420,459.

**FROM:**

AA# A1165.850 - District Attorney Office, Unemployment Insurance .....	8,086.
AA# A1170.101 - Public Defender-Criminal, Salaries .....	563,153.
AA# A1170.860 - Public Defender-Criminal, Health Insurance .....	247,246.
AA# A1172.1952 Supplemental Assigned Council Plan, Other Fees & Svcs .....	144,236.
AA# A1313.4951 Real Estate, Other Expenses.....	55,435.
AA# A1410.860 - Registrar, Health Insurance .....	59,289.
AA# A1430.860 - Personnel, Health Insurance.....	37,476.
AA# A1480.860 - Personnel-Health Ins, Health Insurance .....	49,275.
AA# A1610.810 - Division of Information & Technologies, Retirement .....	64,427.
AA# A1610.860 - Division of Information & Technologies, Health Insurance .....	31,579.
AA# 1998.99 - Budget, Contingent.....	242,000.
AA# A2960.1953 - Education of Handicapped Children, .....	300,561.
AA# A2960.4956 - Education of Handicapped Children, .....	482,450.
AA# A2960.4957 - Education of Handicapped Children, .....	877,107.
AA# A2970.495115Early Intervention Program, Services.....	286,117.
AA# A3020.860 - Emergency Communications, Health Insurance .....	487,845.
AA# A3140.860 - Probation-Office of Probation, Health Insurance.....	131,456.
AA# A3150.860 - Sheriff-Jail Inmates, Health Insurance .....	584,226.
AA# A3152.492 - Sheriff-Inmate Commissary, Computer Software.....	62,625.
AA# A4012.860 Public Health Clinic, Health Insurance.....	62,207.
AA# A4020.102 - COVID-19, Overtime.....	1,720,066.
AA# A4020.830 - COVID-19, Social Security .....	366,980.
AA# A4020.860 - COVID-19, Health Insurance.....	28,289.
AA# A5620.414 - Department of Aviation, Utilities .....	1,065,637.
AA# A6010.101 - Social Services Administration, Salaries .....	521,381.
AA# A6010.493 - Social Services Administration, .....	148,616.
AA# A6010.49534 Social Services Administration, .....	138,305.
AA# A6010.49535 Social Services Administration, .....	470,602.
AA# A6010.810 - Social Services Administration, Retirement .....	203,222.
AA# A6010.860 - Social Services Administration, Health Insurance.....	526,927.
AA# A6011.101 - Children & Adult Services, Salaries .....	866,356.
AA# A6011.860 - Children & Adult Services, Health Insurance.....	521,080.
AA# A6012.101 - Temporary Assistance, Salaries .....	537,977.
AA# A6012.495139 Temporary Assistance, SNAP Program .....	138,353.
AA# A6012.860 - Temporary Assistance, Health Insurance .....	401,042.
AA# A6013.101 - Medicaid Administration, Salaries.....	230,097.
AA# A6013.860 - Medicaid Administration, Health Insurance .....	100,534.
AA# A6014.101 - Employment Services, Salaries.....	132,134.
AA# A6015.850 - HEAP, Unemployment Insurance .....	98,389.
AA# A6055.495 - Day Care Activities, Other Expenses.....	2,510,023.
AA# A6070.49548- Purchases of Service-County Wide, Adolescent/Adult Care ....	162,319.
AA# A6102.495 - Medical Assistance, Other Expenses .....	6,003,484.
AA# A6123.495 - Medical Assistance, Other Expenses .....	723,786.

AA# A6141.495 - Safety Net Part County, Other Expenses .....	3,252,726.
AA# A8020.101 - Planning, Social Security .....	72,799.
AA# A8020.830 - Planning, Social Security .....	53,150.
AA# A8830.4951- Youth Development Programs.....	<u>62,446.</u>
"A" Fund Total:	\$25,833,516.

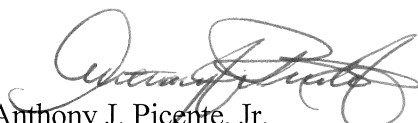
AA# D5110.491 - Maintenance of Highways & Bridges, Other Materials & Sup.....	\$ 50,045.
"D" Fund Total:	\$ 50,045.

AA# G8110.840 - Water Pollution Control-Administration, Workers Compensation\$	1,465.
AA# G8120.860 - Water Pollution Control-Sanitary, Health Insurance.....	9,568.
AA# G8130.491 - Water Pollution Control-Sewage Treatment, Other Materials.....	393,821.
AA# G8130.850 - Water Pollution Control-Sewage Treatment, Unemployment Ins ...	5,737.
AA# G8130.860 - Water Pollution Control-Sewage Treatment, Health Insurance.....	67,718.
AA# G8140.860 - Water Pollution Control-Industrial Program, Health Insurance.....	<u>8,756.</u>
"G" Fund Total:	\$ 487,065.

AA# J6293.101 - Summer Youth Employment, Temporary Help-Counselors.....	\$ 25,365.
AA# J6298.830 - Office of Workforce Development, Social Security .....	11,243.
AA# J6298.840 - Office of Workforce Development, Workers Compensation.....	3,192.
AA# J6300.101 - Workforce Development Administration, Salaries.....	11,285.
AA# J6300.109 - Workforce Development Administration, Salaries-Other.....	10,023.
AA# J6300.860 - Workforce Development Administration, Health Insurance.....	10,170.
AA# J6303.495131 Oneida County College Student Corps, MVCC-Volunteer.....	26,895.
AA# J6303.830 - Oneida County College Students Corps, Social Security.....	<u>8,029.</u>
"J" Fund Total:	\$ 106,202.

AA# M5130.412 - Road Machinery Fund, Insurance & Bonding.....	\$ 9,788
AA# M2822 - Rental Equipment to County Rd Fund .....	<u>410,671</u>
"M" Fund Total:	\$ 420,459.

Respectfully submitted,

  
 Anthony J. Picente, Jr.  
 Oneida County Executive

AJP  
 CC:County Attorney  
 Comptroller  
 Budget Director



# Griffiss International Airport

660 Hangar Road, Suite 223  
Rome, NY 13441  
Telephone: 315-736-4171 / Fax: 315-736-0568

**ANTHONY J. PICENTE JR.**  
County Executive

**EDWARD A. ARCURI**  
Commissioner of Aviation

September 19, 2022

Anthony J. Picente, Jr.  
County Executive  
Oneida County  
800 Park Avenue  
Utica, NY 13501

FN 20 22-302

**AIRPORT**

**WAYS & MEANS**

Dear County Executive:

In reviewing our accounts and estimating our year end expenses for 2022, it has been determined there will be some shortfalls which will need to be addressed. Expenses in the Griffiss International Airport auto supplies, repairs and gasoline and oil have been higher than originally anticipated at budget time.

Fortunately, there appears to be a surplus in the other materials account which will be able to cover the anticipated shortfalls mentioned above.

I therefore request your Board's approval for the following 2022 Funds Transfer:

**TO:**

A5620.451- Dept. of Aviation – Automotive Supplies .....	50,000.00
A5620.452- Dept. of Aviation – Automotive Repairs .....	25,000.00
A5620.456- Dept. of Aviation – Gasoline & Oil .....	<u>100,000.00</u>
Total .....	\$175,000.00

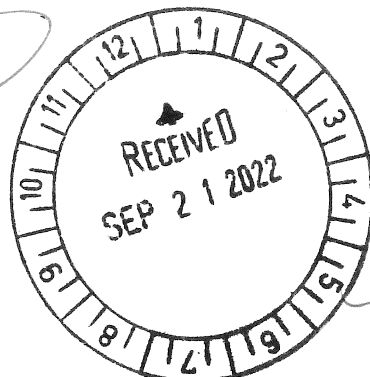
**FROM:**

A5620-491-Dept. of Aviation – Other Materials & Supplies.....	\$175,000.00
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Thank you for kind attention to this request.

Sincerely,

Edward A. Arcuri  
Commissioner



CC: Comptroller  
County Attorney  
Budget

Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by

Anthony J. Picente, Jr.  
County Executive

Date 9-21-22



# Griffiss International Airport

660 Hangar Road, Suite 223  
Rome, NY 13441  
Telephone: 315-736-4171 / Fax: 315-736-0568

ANTHONY J. PICENTE, JR  
County Executive

EDWARD ARCURI  
Commissioner of Aviation

FN 20 22-303

September 8, 2022

Anthony J. Picente, Jr  
Oneida County Executive  
800 Park Avenue  
Utica, NY 13501

**AIRPORT**

**WAYS & MEANS**

Re: FAA AIP Grant Offer No. 3-36-0119-059-2022

Dear County Executive Picente,

Please consider acceptance of a grant offer from the Federal Aviation Administration relative to the Airport Improvement Program (AIP). The total amount of this grant is \$32,000.00 and is allocated for a portable firefighting foam test system to be used on the existing Airport Rescue and Fire Fighting (ARFF) vehicles. This equipment is necessary to keep Griffiss International Airport in compliance with new regulations relative to our Part 135 Certification. This grant offer was received from the Federal Aviation Administration on August 26, 2022 and must be executed by September 8, 2022, therefore, time is of the essence.

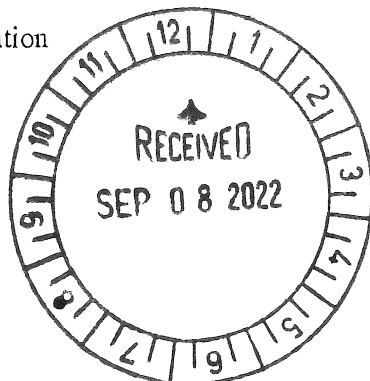
If you find the enclosed acceptable, I respectfully request that you forward to the same to the Board of Legislators for *retroactive approval* at their September meeting.

Thank you for your assistance in this matter.

Sincerely,

Edward A. Arcuri  
Commissioner of Aviation

EAA/rae



Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by

Anthony J. Picente, Jr.  
County Executive

Date 9-8-22

Oneida Co. Department: Aviation

Competing Proposal	_____
Only Respondent	_____
Sole Source RFP	_____
Other	<u>  x  </u>

**ONEIDA COUNTY BOARD  
OF LEGISLATORS - SUMMARY**

**Name of Proposing Organization:** Federal Aviation Administration  
 New York District Office  
 1 Aviation Plaza, Room 111  
 Jamaica, NY 11434

**Title of Activity or Service:** Airport Improvement Program (AIP) Project Grant

**Proposed Dates of Operation:** Upon execution

**Client Population/Number to be Served:** N/A

**Summary Statements**

- 1) **Narrative Description of Proposed Services:** Grant monies to support a portable firefighting foam test system to be used on the existing Airport Rescue and Fire Fighting (ARFF) vehicles
- 2) **Program/Service Objectives and Outcomes:** N/A
- 3) **Program Design and Staffing:** N/A

**Total Funding Requested:** \$32,000.00 **Account #**

**Oneida County Dept. Funding Recommendation:** \$32,000.00

**Proposed Funding Sources (Federal \$/ State \$/County \$):**

Federal: \$32,000.00      State: \$ 0    County: \$0

**Cost Per Client Served:** N/A

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** Grant documents received on August 26, 2022 and must be executed by September 8, 2022.



Anthony J. Picente Jr.  
Oneida County Executive



Amanda L. Cortese-Kolasz  
Commissioner of Personnel

**ONEIDA COUNTY  
DEPARTMENT OF PERSONNEL**

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501-2986  
Phone: (315) 798-5726 ♦ Fax: (315) 798-6490

August 25, 2022

Hon. Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

FN 20 22-304

**PUBLIC SAFETY**

**WAYS & MEANS**

**Re: Creation of One (1) Deputy Sheriff Patrol and Two (2) Correction Officer Positions**

Dear County Executive Picente:

Attached for your review and approval is correspondence from Sheriff Robert M. Maciol, requesting creation of one (1) Deputy Sheriff Patrol position at Grade 1S, Step 5, \$48,512, and two (2) Correction Officer positions at Grade 1J, Step 1, \$48,922. Each of these are positions that previously existed, and were unfunded in this budget year.

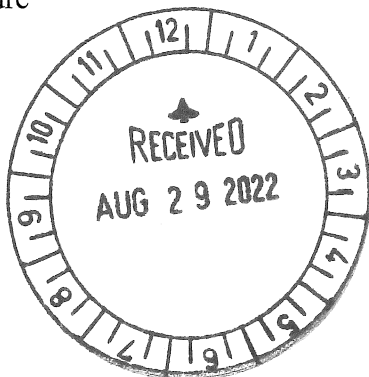
As stated in Sheriff Maciol's letter, he is requested that these positions be refunded at this time.

If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their next meeting. As always, I am available to address any questions or concerns either you or the Board may have with regard to this matter.

Respectfully submitted,

Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Enclosure



Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by

Anthony J. Picente, Jr.  
County Executive

Date 8-29-22

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Undersheriff Joseph Lisi  
Chief Deputy Lisa Zurek

Chief Deputy Jonathan Owens  
Chief Deputy Derrick O'Meara

*Sheriff Robert M. Maciol*

September 7, 2022

FN 20 22-305

The Honorable Anthony J. Picente, Jr.  
Oneida County Executive  
Oneida County Office Building  
800 Park Avenue  
Utica, NY 13501

**PUBLIC SAFETY**

**WAYS & MEANS**

Dear County Executive Picente:

The Sheriff's Office would like to request a Supplemental Appropriation of Funds of \$26,000. There will be a need for additional funds in A3151.436 (Uniforms & Clothing). These funds will be used to purchase stab vest carriers for our Corrections personnel.

This funding will be supported by unanticipated revenue in A2268 – Reimbursement Prisoners from Other Governments.

I respectfully request that this matter be acted on at the October 2022 Board of Legislators board meeting.

<u>Expense Account for the Supplemental Appropriation</u>	<u>Amount</u>
A3151.436 Uniforms and Clothing	\$ 26,000

The Supplemental Appropriation will be fully supported by:

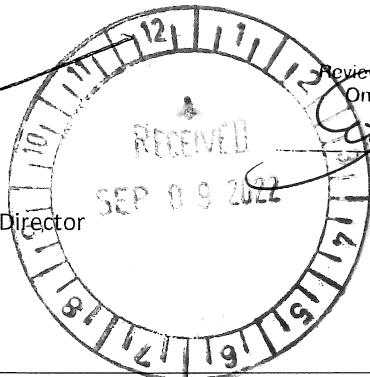
<u>Revenue Account</u>	<u>Amount</u>
A2268 Reimb Prisoners Other Governments	\$ 26,000

I would like to thank you for your time and diligent attention to this matter in advance. If you have any questions, require clarification or seek additional information from me in order to help you make a decision regarding my request, please do not hesitate to contact me at any point in time.

Sincerely,

Robert M. Maciol,  
Oneida County Sheriff

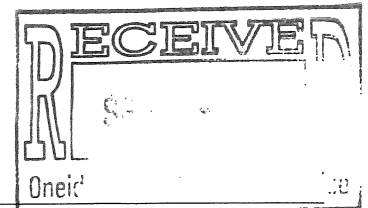
Cc: Tom Keeler, Budget Director



Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by

*Anthony J. Picente, Jr.*  
Anthony J. Picente, Jr.  
County Executive

Date 9-9-22



**Administrative Office**  
6065 Judd Road Oriskany, NY 13424  
Voice (315) 736-8364  
Fax (315) 765-2205

**Law Enforcement Division**  
6065 Judd Road Oriskany, NY 13424  
Voice (315) 736-0141  
Fax (315) 736-7946

**Correction Division**  
6075 Judd Road Oriskany, NY 13424  
Voice (315) 768-7804  
Fax (315) 765-2327

**Civil Division**  
200 Elizabeth Street Utica, NY 13501  
Voice (315) 798-5862  
Fax (315) 798-6495

13



Undersheriff Joseph Lisi  
Chief Deputy Jonathan Owens

Chief Deputy Lisa Zurek  
Chief Deputy Derrick O'Meara

*Sheriff Robert M. Maciol*

September 12, 2022

FN 20 22-306

The Honorable Anthony J. Picente  
Oneida County Executive  
Oneida County Office Building  
800 Park Avenue  
Utica, New York, 13501

**PUBLIC SAFETY**

**WAYS & MEANS**

Dear County Executive Picente:

The Sheriff's Office is requesting approval of an Agreement with Westmoreland Central School District for the 2021-2022 school year. This Agreement is for one (1) part-time School Resource Officer (SROs) to be utilized within the Westmoreland School District facilities to increase law enforcement presence, decrease the number of incidents at the facility, and to ensure building safety and security measures are in place and are followed by students, staff, parents and other visitors.

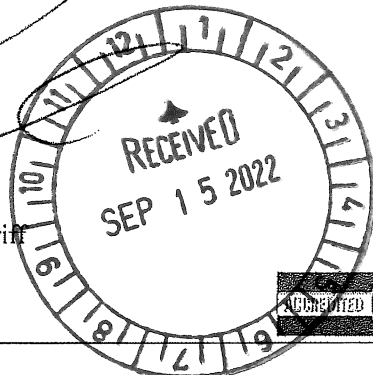
The District will reimburse the County for 100% of the hourly costs of the SROs. The County will continue to provide SROs at 100% cost to the District if there are no students receiving in-person classroom instruction.

September 2021 to December 2021:	\$28,500.00
January 2022 to April 2022:	\$28,500.00
May 2022 to June 2022:	\$28,500.00
<b>Total:</b>	<b>\$71,250.00</b>

If you find the enclosed contract acceptable, I request that you forward the same to the Board of Legislators for consideration at their next meeting. I would like to thank you for your time and diligent attention to this matter in advance. If you have any questions, require clarification, or seek additional information from me in order to help you make a decision regarding my request, please do not hesitate to contact me at any point in time.

Sincerely,

Robert M. Maciol  
Oneida County Sheriff



Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by

*Anthony J. Picente, Jr.*  
\_\_\_\_\_  
Anthony J. Picente, Jr.  
County Executive  
Date 9-14-22



**Administrative Office**  
6065 Judd Road Oriskany, NY 13424  
Voice (315) 736-8364  
Fax (315) 765-2205

**Law Enforcement Division**  
6065 Judd Road Oriskany, NY 13424  
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Fax (315) 736-7946

**Correction Division**  
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Voice (315) 768-7804  
Fax (315) 765-2327

**Civil Division**  
200 Elizabeth Street Utica, NY 13501  
Voice (315) 798-5862  
Fax (315) 798-6495

Oneida Co. Department: Sheriff's Office

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other  X

**ONEIDA COUNTY BOARD OF LEGISLATORS**

**Name & Address of Vendor:** Westmoreland Central School District  
5176 State Route 233  
Westmoreland, NY 13490

**Title of Activity or Service:** School Resource Officer Initiative

**Proposed Dates of Operation:** September 1, 2021- August 31, 2022

**Client Population/Number to be Served:** Members of the Westmoreland Central School District

**Summary Statements**

**1) Narrative Description of Proposed Services:** Use of School Resource Officers at the Westmoreland School buildings. Hiring 1 part-time School Resource Officer to ensure that the buildings' safety and security measures are in place and being followed by clients, staff, parents and other visitors to the buildings.

**2) Program/Service Objectives and Outcomes:** Give clients role models that guide them toward community activities that prevent delinquency; develop crime prevention programs; training in conflict resolution, restorative justice, crime awareness and anger management; provide security to all students and staff.

**3) Program Design and Staffing:** School Resource Officer will be utilized in the Westmoreland School buildings in 2021-2022.

**Total Funding Requested:** \$71,250.00

**Account #** A2735.1 (Revenue)  
A3121 (expense)

**Total Cost to School District:** \$71,250.00

**Oneida County Dept. Funding Recommendation:** N/A

**Proposed funding sources (Federal\$/State\$/County\$):** The District will pay for 100% of the hourly costs of the SROs.

**Cost Per Client Served:** N/A

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** Westmoreland will reimburse the Sheriff's Office for 100% of the cost of the part-time School Patrol Officers.



Undersheriff Joseph Lisi  
Chief Deputy Lisa Zurek

Chief Deputy Jonathan Owens  
Chief Deputy Derrick O'Meara

*Sheriff Robert M. Maciol*

FN 20 22 307

September 13, 2022

The Honorable Anthony J. Picente, Jr.  
Oneida County Executive  
Oneida County Office Building  
800 Park Avenue  
Utica, NY 13501

**PUBLIC SAFETY**

**WAYS & MEANS**

Dear County Executive Picente:

The Sheriff's Office has been awarded funds from the Bureau of Justice Services for its participation in the FY20 State Criminal Alien Assistance Program (SCAAP). Justice Benefits, Inc. prepares the application for inmates meeting certain criteria that must be retrieved from our inmate data bases and submitted to the Bureau of Justice Assistance. Use of these SCAAP funds is limited and must be earmarked for a specific purpose.

The grant award is \$17,000. Justice Services Inc. is entitled to a commission of the award. The remaining funds will be used for recruitment efforts for the Corrections Division. No county funds will be utilized.

I respectfully request that this matter be acted on at the Board of Legislators next board meeting.

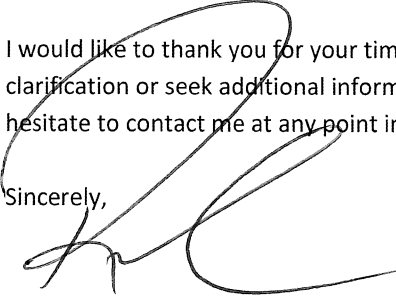
**The 2022 Supplemental Appropriation request is as follows:**

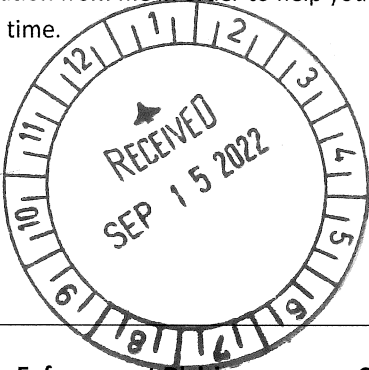
<b><u>Increase:</u></b>	A3151.4951	Other Expenses	\$13,260
	A3110.1951	Other Fees & Services	\$ 3,740

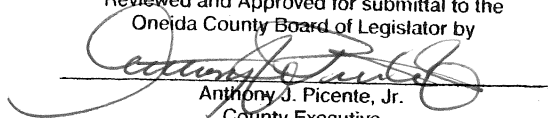
**This supplemental appropriation will be fully supported by revenue received in:**

<b><u>Increase:</u></b>	A4250	Federal Aid-Alien Assistance	\$17,000
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I would like to thank you for your time and diligent attention to this matter in advance. If you have any questions, require clarification or seek additional information from me in order to help you make a decision regarding my request, please do not hesitate to contact me at any point in time.

Sincerely,  
  
Robert M. Maciol,  
Oneida County Sheriff



Reviewed and Approved for submittal to the  
Oneida County Board of Legislators by  
  
Anthony J. Picente, Jr.  
County Executive  
Date 9-14-22

Office of the Sheriff



County of Oneida

Undersheriff Joseph Lisi  
Chief Deputy Lisa Zurek

Chief Deputy Jonathan Owens  
Chief Deputy Derrick O'Meara

*Sheriff Robert M. Maciol*

September 9, 2022

FN 20 22-308

The Honorable Anthony J. Picente, Jr.  
Oneida County Executive  
Oneida County Office Building  
800 Park Avenue  
Utica, NY 13501

**PUBLIC SAFETY**

**WAYS & MEANS**

Dear County Executive Picente:

The Sheriff's Office would like request a supplemental appropriation for the use of forfeiture funds. These funds are received when assets are acquired as part of a law enforcement seizure. These funds are placed in restrictive accounts (A889-889/22 & A889-889/8) with sufficient funds available in the accounts. Within the limitations set for the use of these funds, I am requesting that money be transferred to the Sheriff's expense accounts for a ductless fume hood with related supplies and a car for the CID Division. I respectfully request that this matter be acted on at the next Board of Legislator's meeting.

I am requesting the following 2022 supplemental appropriation:

To Account:	A3120.295	Other Equipment	\$ 1,970
	A3120.491	Other Materials & Supplies	\$ 1,725
	A3110.2512	Automotive	\$ 28,953
From Account:	A889-889/22	Sheriff's Forfeiture Restricted (Federal)	\$ 32,648

I would like to thank you for your time and diligent attention to this matter in advance. If you have any questions, require clarification or seek additional information from me in order to help you make a decision regarding my request, please do not hesitate to contact me at any point in time.

Sincerely,

Robert M. Maciol, Sheriff



Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by

Anthony J. Picente, Jr.  
County Executive

Date 9-14-22

**Administrative Office**  
6065 Judd Road Oriskany, NY 13424  
Voice (315) 736-8364  
Fax (315) 765-2205

**Law Enforcement Division**  
6065 Judd Road Oriskany, NY 13424  
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Fax (315) 765-2327

**Civil Division**  
200 Elizabeth Street Utica, NY 13501  
Voice (315) 798-5862  
Fax (315) 798-6495

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ONEIDA COUNTY

DEPARTMENT OF EMERGENCY SERVICES

Anthony J. Picente, Jr.  
County Executive

FIRE COORDINATOR

911 CENTER

STOP-DWI PROGRAM

Edward T. Stevens  
Director



\* Oriskany, New York 13424  
Phone: (315)765-2536 \* Fax: (315)765-2529

August 29, 2022

FN 20 22-309

Honorable Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

**PUBLIC SAFETY**

**WAYS & MEANS**

Dear County Executive Picente:

Pursuant to Article III, Section 308 of the Oneida County Charter and Administrative Code, I hereby recommend the following appointments to the Oneida County Traffic Safety Advisory Board.

Appointment to a two-year term expiring on 12/31/2024.

Honorable Richard A. Flisnik, R-8  
Oneida County Legislator  
Oneida County Office Building  
800 Park Ave  
Utica NY 13501

Ashlee Thompson  
Oneida County Commissioner of Mental Health  
120 Airline Street  
Oriskany NY 13424

Sheriff Robert Maciol  
Oneida County Sheriff's Office  
Law Enforcement Building  
6065 Judd Road  
Oriskany, New York 13424

DA Scott McNamara  
District Attorney's Office  
Oneida County Office  
235 Elizabeth Street  
Utica, New York 13501

Chief Mark Williams  
City of Utica Police  
413 Oriskany Street West  
Utica NY 13502

Chief David Collins  
City of Rome Police  
301 North James Street  
Rome NY 13440

Chief Robert Drake  
City of Sherrill Police  
373 Sherrill Road  
Sherrill NY 13461

Chief Mark Soja  
Town of Whitestown Police  
8539 Clark Mills Road  
Whitesboro NY 13492

Eric Townsend  
Oneida County STOP-DWI Coordinator  
120 Base Road  
Oriskany NY 13424

Edward Stevens  
Oneida County Director of Emergency Services  
120 Base Road  
Oriskany NY 13424

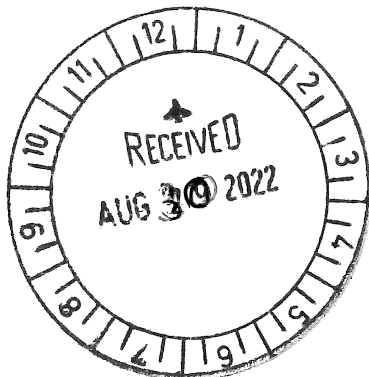
Tracey Hemming  
Oneida County Probation Department  
321 Main Street  
Utica NY 13501

Jodi Klostreich  
Center for Family Life and Recovery  
502 Court Street Suite 401  
Utica NY 13502

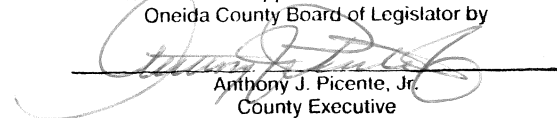
Sincerely,



Eric Townsend  
Oneida County STOP-DWI Coordinator



Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by



Anthony J. Picente, Jr.  
County Executive

Date 8/30/22





# ONEIDA COUNTY HEALTH DEPARTMENT

ANTHONY J. PICENTE, JR.  
ONEIDA COUNTY EXECUTIVE

DANIEL W. GILMORE, PH.D., MPH  
DIRECTOR OF HEALTH



"PROMOTING & PROTECTING THE HEALTH OF ONEIDA COUNTY"

OCCGOV.NET/HEALTH

September 21, 2022

FN 20 22-310

Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente:

Attached is an Agreement between Oneida County through its Health Department and Liberty Resources P.P.O.S.T., LLC for the reimbursement of Special Education Itinerate Services rendered to eligible preschool children with disabilities for the period of July 1, 2021, through June 30, 2024.

Under Section 4410 of the New York State Education Law and in compliance with Part 200 of the Regulations of the Commissioner of Education of the State of New York, municipalities are required to provide payment for Preschool Special Education Programs rendered to eligible preschool aged children with disabilities.

This is a New York State mandated program. The tuition rate is set by New York State. We anticipate reimbursements will total \$35,000.00.

If this contract meets with your approval, please sign where indicated.

Sincerely,

Daniel W. Gilmore, Ph.D., MPH  
Public Health Director

Attachments

Reviewed and Approved for submittal to the  
Oneida County Board of Legislators by

Anthony J. Picente, Jr.  
County Executive

Date 9-22-22

ADMINISTRATION  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-6400 • FAX: (315) 266-6138

SPECIAL CHILDREN SERVICES  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5249 • FAX: (315) 731-3491

ENVIRONMENTAL HEALTH  
ADIRONDACK BANK BLDG., 4<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5064 • FAX: (315) 798-6486

CLINICAL SERVICES  
406 ELIZABETH ST. UTICA, NY 13501  
TEL: (315) 798-5748 • FAX: (315) 798-1057

20

Oneida Co. Department: Health

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other X

ONEIDA COUNTY BOARD  
OF LEGISLATORS

Name & Address of Vendor: Liberty Resources Psychology, Physical,  
Occupational and Speech Therapy, PLLC  
1045 James St.  
Syracuse, New York 13203

Title of Activity or Service: Special Education Services

Proposed Dates of Operation: July 1, 2021 to June 30, 2024

Client Population/Number to be Served: Qualified Preschool aged children with  
disabilities

Summary Statements

- 1) **Narrative Description of Proposed Services:** The Oneida County Health Department contracts with agencies that are qualified to provide a preschool program according to Section 4410 of the Education Law, 8 NYCRR Part 200 Regulations of the Commissioner of Education,
- 2) **Program/Service Objectives and Outcomes:** Special Education Itinerate Services for preschool students with disabilities
- 3) **Program Design and Staffing:** NA

Total Funding Requested: \$35,000.00 Account # A2960.4957

Oneida County Dept. Funding Recommendation: \$35,000.00

Proposed Funding Sources (State 59.5%/County 40.5%): State pays = \$20,825.00  
County pays = \$14,175.00

Cost Per Client Served: NA

Past Performance Data: 2020 expense \$9,188.00

Mandated Service: Yes

O.C. Department Staff Comments:



# ONEIDA COUNTY HEALTH DEPARTMENT

ANTHONY J. PICENTE, JR.  
ONEIDA COUNTY EXECUTIVE

DANIEL W. GILMORE, PH.D., MPH  
DIRECTOR OF HEALTH



"PROMOTING & PROTECTING THE HEALTH OF ONEIDA COUNTY"

OCGOV.NET/HEALTH

September 19, 2022

FN 20 22-311

Anthony J. Picente Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

HEALTH & HUMAN SERVICES

## WAYS & MEANS

Dear Mr. Picente,

Attached is an Agreement between Oneida County through its Health Department, and Speech Language Therapy of CNY, LLC. Through this Agreement, the County will provide related services rendered to eligible preschool age children with disabilities.

Under Section 4410 of the New York State Education Law and in compliance with Part 200 of the Regulations of the Commissioner of Education of the State of New York, counties are to provide payment for related services rendered to eligible preschool age children with disabilities. The term "related services" includes but is not limited to, services such as audiology, occupational therapy, physical therapy, speech pathology and counseling services.

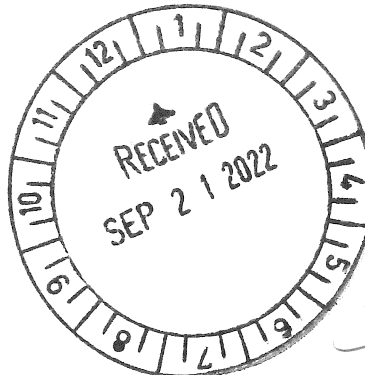
The term of this Agreement will commence July 1, 2022 through June 30, 2025. This is a New York State mandated program. New York State will reimburse the county 59.5% of the costs incurred. The expected total for three years is \$225,000.00 and is an estimate.

If this meets with your approval, please sign where indicated.

Sincerely,

Daniel W. Gilmore PhD, MPH  
Director of Health

BAP



Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by

Anthony J. Picente, Jr.  
County Executive

Date 9-21-22

ADMINISTRATION  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-6400 • FAX: (315) 266-6138

SPECIAL CHILDREN SERVICES  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5249 • FAX: (315) 731-3491

ENVIRONMENTAL HEALTH  
ADIRONDACK BANK BLDG., 4<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5064 • FAX: (315) 798-6486

CLINICAL SERVICES  
406 ELIZABETH ST. UTICA, NY 13501  
TEL: (315) 798-5748 • FAX: (315) 798-1057

22

Oneida Co. Department: Public Health

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other \_\_\_\_\_

ONEIDA COUNTY BOARD  
OF LEGISLATORS

Name & Address of Vendor: Speech-Language Therapy of CNY, LLC  
2 Fountain Street, Suite 109  
Clinton, NY 13323-1725

Title of Activity or Service: Preschool Related Services

Proposed Dates of Operation: July 1, 2022 - June 30, 2025

Client Population/Number to be served: Eligible preschool children in Oneida  
County with disabilities

Summary Statements

- 1) **Narrative Description of Proposed Services:** Under Section 4410 of the New York State Education Law and in compliance with Part 200 of the Regulations of the Commissioner of Education of the State of New York, New York State requires that counties are to provide payment for related services rendered to eligible preschool aged children with disabilities.
- 2) **Program/Service Objectives and Outcomes:** Compliance with NYS Department of Education Law
- 3) **Program Design and Staffing:** N/A

Total Funding Requested \$225,000.00 Account A2960 1953 Rev Act A3277

Oneida County Dept. Funding Recommendation: \$225,000.00

Proposed Funding Sources (State \$/County \$): State pays 59.5% County pays 40.5%

Cost Per Client Served: N/A

Past Performance Data: 2019 Pre COVID \$63,282.00

O.C. Department Staff Comments: Annual funding estimated to be \$75,000.00



# ONEIDA COUNTY HEALTH DEPARTMENT

ANTHONY J. PICENTE, JR  
ONEIDA COUNTY EXECUTIVE

DANIEL W. GILMORE, PH.D., MPH  
DIRECTOR OF HEALTH



"PROMOTING & PROTECTING THE HEALTH OF ONEIDA COUNTY"

OCGOV.NET/HEALTH

September 12, 2022

FN 20 22-313

Anthony J. Picente Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente,

Attached is a Resolution to support the development of the multi-disciplinary Overdose Fatality Review (OFR) Team to better understand the individual and population factors and characteristics of potential overdose victims, develop the strategies and multiagency coordination needed to prevent future overdoses, identify gaps in resources, and to more productively allocate overdose prevention resources and services within Oneida County.

Oneida County has been awarded a grant from the Centers for Disease Control and Prevention and the Federal Bureau of Justice Assistance to be used to develop and expand initiatives aimed at reducing overdose deaths, and enhancing overdose response, prevention, treatment and recovery services in Oneida County. I respectfully request the Board's approval for you to authorize to execute any and all documents related to the creation of the Oneida County Overdose Fatality Review Team.

If acceptable, please submit this request to the Board of Legislators for their approval.

Respectfully submitted,

Daniel W. Gilmore, Ph.D., MPH  
Director of Health

Reviewed and Approved for submittal to the  
Oneida County Board of Legislators by

Anthony J. Picente, Jr.  
County Executive

Date 9-12-22

ADMINISTRATION  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-6400 • FAX: (315) 266-6138

SPECIAL CHILDREN SERVICES  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5249 • FAX: (315) 731-3491

ENVIRONMENTAL HEALTH  
ADIRONDACK BANK BLDG., 4<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5064 • FAX: (315) 798-6486

CLINICAL SERVICES  
406 ELIZABETH ST. UTICA, NY 13501  
TEL: (315) 798-5748 • FAX: (315) 798-1057

24



# ONEIDA COUNTY HEALTH DEPARTMENT

ANTHONY J. PICENTE, JR.  
ONEIDA COUNTY EXECUTIVE

DANIEL W. GILMORE, PH.D., MPH  
DIRECTOR OF HEALTH



"PROMOTING & PROTECTING THE HEALTH OF ONEIDA COUNTY"

CCGOV.NET/HEALTH

FN 20 22-314

August 23, 2022

Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente:

Attached are three (3) copies of an agreement between Oneida County through its Health Department and VMC Consultants, Inc., the company that submitted the winning proposal to RFP #2022-309. VMC Consultants, Inc. has provided these services in a satisfactory manner to Oneida County since 2009.

VMC Consultants, Inc. will provide transportation management and consulting services for the transportation of preschool early intervention children to and from each child's childcare location to such child's special services or program, as is required by law. This contract includes costs for the vendor to prepare and manage the public bid process for transportation service providers on behalf of the County.

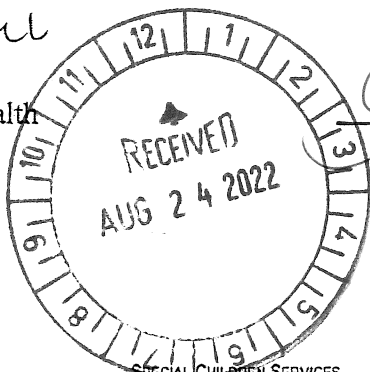
The term of this agreement shall be from February 1, 2022 through July 31, 2023 with the option to extend the agreement for one additional one year term. Payment is based on rates for services and is not to exceed a total of \$584,145.00, with an annual increase of 4% beginning August 1, 2022 and 5% for the optional one year extension. New York State provides 59.5% of the funds for this required program.

If this agreement meets with your approval, please forward to the Board of Legislators for their consideration. Should you have any questions or concerns, please feel free to contact me.

Sincerely,

*Katie Mungari*

Katie Mungari  
Deputy Director of Health



Reviewed and Approved for submittal to the  
Oneida County Board of Legislators by

*Anthony J. Picente, Jr.*  
Anthony J. Picente, Jr.  
County Executive

Date 8-23-22

ADMINISTRATION  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-6400 • FAX: (315) 266-6138

SPECIAL CHILDREN SERVICES  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5249 • FAX: (315) 731-3491

ENVIRONMENTAL HEALTH  
ADIRONDACK BANK BLDG., 4<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5064 • FAX: (315) 798-6486

CLINICAL SERVICES  
406 ELIZABETH ST. UTICA, NY 13501  
TEL: (315) 798-5748 • FAX: (315) 798-1057

Oneida Co. Department: Public Health

Competing Proposal	_____
Only Respondent	_____
Sole Source	_____
RFP	<u>  X  </u>
Other	_____

**ONEIDA COUNTY BOARD  
OF LEGISLATORS**

Name & Address of Vendor: VMC Consultants, Inc.  
9701 Niagara Falls Blvd., Suite 1A  
Niagara Falls, NY 14304

Title of Activity or Service: Transportation management and consulting services  
for children with special needs

Proposed Dates of Operation: February 1, 2022 – July 31, 2023 plus optional one year  
extension, 8/1/23-7/31/24

Client Population/Number to be Served: Children with disabilities under the age of five

**Summary Statements**

- 1) Narrative Description of Proposed Services:** Consultant to provide transportation management and consulting services for the transportation of preschool/early intervention children to and from each child's childcare location and special services or program. This contract includes costs for the vendor to prepare and manage the Public Bid process for transportation service providers on behalf of the County.
- 2) Program/Service Objectives and Outcomes:** Safe, efficient, and cost effective management of the County's transportation program
- 3) Program Design and Staffing:** N/A

**Total Funding Requested:** \$584,145.00 **Account:** A2960.4956

**Oneida County Dept. Funding Recommendation:** \$584,145.00

**Proposed Funding Sources (Federal \$/State \$/County \$):** 59.5% State (\$347,566.27)  
40.5% County (\$236,578.73)

**Cost Per Client Served:** N/A

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** N/A

26



# ONEIDA COUNTY HEALTH DEPARTMENT

ANTHONY J. PICENTE, JR  
ONEIDA COUNTY EXECUTIVE

DANIEL W. GILMORE, PH.D., MPH  
DIRECTOR OF HEALTH



"PROMOTING & PROTECTING THE HEALTH OF ONEIDA COUNTY"

CCGOV.NET/HEALTH

September 7, 2022

FN 20 22 - 315

Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, NY 13501

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente,

Attached is one (1) copy of a multi-year Agreement between Oneida County through its Health Department – Environmental Health Division and the New York State Department of Health(NYSDOH). The NYSDOH Master Grant (DOH01-RPNYS2-2022-00014) providing reimbursement for rabies expenses.

Section 2140 through 2145 of the New York State Public Health Law gives primary responsibility for the control and suppression of rabies to local Health Departments. The County of Oneida through its Health Department is responsible for the implementation of a rabies plan. This grant reimburses the County of Oneida up to \$28,068.00 per year for costs associated with the implementation of that plan. This is a multiyear contract from April 1, 2022 to March 31, 2025 with the current period being April 1, 2022 through March 31, 2023. The total three-year maximum reimbursement amount is \$84,204.00 and the current one-year reimbursement amount is \$28,068.00.

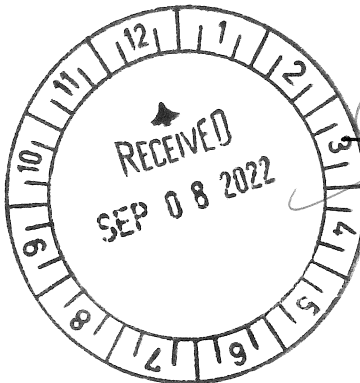
This is a program mandated by Public Health Law.

If this meets with your approval, please forward to the Board of Legislators.

Sincerely,

Daniel W. Gilmore PhD, MPH  
Director of Health

MM



Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by

Anthony J. Picente, Jr.  
County Executive

Date 9-7-22

ADMINISTRATION  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-6400 • FAX: (315) 266-6138

SPECIAL CHILDREN SERVICES  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5249 • FAX: (315) 731-3491

ENVIRONMENTAL HEALTH  
ADIRONDACK BANK BLDG., 4<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5064 • FAX: (315) 798-6486

CLINICAL SERVICES  
406 ELIZABETH ST. UTICA, NY 13501  
TEL: (315) 798-5748 • FAX: (315) 798-1057

27



Oneida Co. Department: Public Health

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other  X

**ONEIDA COUNTY BOARD  
OF LEGISLATORS**

Name & Address of Vendor: New York State Department of Health  
Corning Tower  
Empire State Plaza  
Albany, NY 12237

Title of Activity or Service: Rabies Education and Prevention Grant

Proposed Dates of Operation: April 1, 2022 through March 31, 2025

Client Population/Number to be served: Oneida County

**Summary Statements**

**1) Narrative Description of Proposed Services:**

Section 2140 through 2145 of the New York State Public Health Law gives primary responsibility for the control and suppression of rabies to local Health Departments. The County of Oneida through its Health Department is responsible for the implementation of a rabies plan. This grant reimburses the County of Oneida up to \$28,068.00 per year for costs associated with the implementation of that plan.

**2) Program/Service Objectives and Outcomes:** Rabies suppression through education, vaccination and monitoring.

**3) Program Design and Staffing:** N/A

Total Funding Requested \$84,204.00 Account A4018.195 Rev Act A3401.05

Oneida County Dept. Funding Recommendation: \$84,204.00

Proposed Funding Sources (State \$/County \$): State

Cost Per Client Served: N/A

Past Performance Data: N/A

O.C. Department Staff Comments: None

Anthony J. Picente Jr.  
County Executive

Colleen Fahy-Box  
Commissioner



**ONEIDA COUNTY DEPARTMENT OF FAMILY AND COMMUNITY SERVICES**  
County Office Building 800 Park Avenue Utica, NY 13501  
Phone: (315) 798-5738 Fax: (315) 798-5218

September 15, 2022

Honorable Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

FN 20 22-315

HEALTH & HUMAN SERVICES

Dear Mr. Picente:

**WAYS & MEANS**

I am submitting the Purchase of Service Agreement between Oneida County Department of Family and Community Services and Integrated Community Alternatives Network, Inc. for review and approval by the Board of Legislators. The Department is in need of detention/Court diversion service.

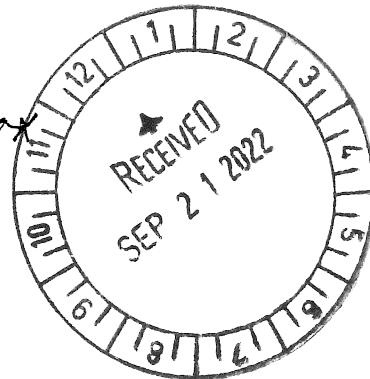
The Contractor will provide Detention/Court Diversion services to work with Oneida County Courts with youth involved in the juvenile justice system, with a focus on 16-17 year old youth. The goal of the program is to provide comprehensive connection and linkage to existing services for identified youth and their families to prevent further penetration into the justice system, prevent unnecessary placements, and to reduce the risk of re-offending.

The term of this agreement shall be from August 1, 2021 through July 31, 2026. Reimbursement shall be \$524,945.00 for the duration of this agreement. The local cost to support this effort will be 27.18 % or \$142,680.05.

I respectfully requesting that this matter be forwarded to the Board of Legislators. Thank you for your consideration.

Sincerely,

*Colleen Fahy-Box*  
Colleen Fahy-Box  
Commissioner



CFB/tms  
Attachment

Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by

*Anthony J. Picente, Jr.*  
Anthony J. Picente, Jr.  
County Executive

Date 9-21-22

# 23811

Oneida Co. Department Social Services

Competing Proposal  X   
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_

**Oneida County Board of Legislators**  
**Contract Summary**

**Name of Proposing Organization:** Integrated Community Alternatives Network, Inc. (formerly Kids Oneida, Inc.)  
310 Main Street  
Utica, New York 13501

**Title of Activity or Services:** Detention Court Diversion

**Proposed Dates of Operations:** August 1, 2021 – July 31, 2026

**Client Population/Number to be Served:** 16- 17 year old Youth at risk of placement that are involved in the juvenile justice system

**SUMMARY STATEMENTS**

**1). Narrative Description of Proposed Services**

The Contractor will provide Detention/Court Diversion services to work with Oneida County Courts with youth involved in the juvenile justice system, with a focus on 16-17 year old youth. The goal of the program is to provide comprehensive connection and linkage to existing services for identified youth and their families to prevent further penetration into the justice system, prevent unnecessary placements, and to reduce the risk of re-offending.

**2). Program/Service Objectives and Outcomes -**

- **Outcome:** Prevent out of home placement of children due to PINS, JD or JO behaviors exhibited in the home, school or community.
- **Performance:** Detention Diversion worker shall have the knowledge and expertise to provide diversion planning for youth at risk of out of home placement. This will be evident in a thorough family assessment that identifies family strengths, needs and resources. The Diversion worker shall make appropriate referrals for community based services and provide oversight to monitor compliance with services. The diversion worker shall refer all cases that are at high risk of placement to Supervisory staff and will follow the recommendations as set forth by the ICAN /DSS Supervisory team.

- **Measurement:** 75% of the youth caseload referred to diversion planning will not present to Family Court or Youth Part as a result of noncompliance with services and/or increase in related behaviors or a Juvenile Delinquency charge.
- **Measurement:** 100% of the children identified by ICAN as needing placement outside the home will be reviewed by the ICAN/DSS Supervisory team and the diversion worker will actively implement all recommendations made by the ICAN/DSS Supervisory team or Youth Part.

**3). Program Design and Staffing Level -**

See number one (1)

**Total Funding Requested:** \$524,945.00 .

August 1, 2021 through July 31, 2022 not to exceed \$ 99,153.00  
 August 1, 2022 through July 31, 2023 not to exceed \$ 101,985.00  
 August 1, 2023 through July 31, 2024 not to exceed \$ 104,901.00  
 August 1, 2024 through July 31, 2025 not to exceed \$ 107,906.00  
 August 1, 2025 through July 31, 2026 not to exceed \$ 111,000.00

**Total reimbursement for the duration of the Agreement shall not exceed \$ 524,945.00**

**Oneida County Dept. Funding Recommendation:** Account # A6119.495

**Mandated or Non-mandated:** Preventive services are mandated

**Funding Source (Federal \$ /State \$ / County \$):**

<b>Federal</b>	38.39 %	\$ 201,526.39
<b>State</b>	34.43 %	\$ 180,738.56
<b>County</b>	27.18 %	\$ 142,680.05

**Cost Per Client Served:**

**Past performance Served:** The Contractor has provided this service through an outside funding source and has proved to be successful. This contract went out for RFP and ICAN was the sole responder.

**O.C. Department Staff Comments:** This contract went out for RFP and ICAN was the sole responder.

Anthony J. Picente Jr.  
County Executive

Colleen Fahy-Box  
Commissioner



**ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES**

County Office Building 800 Park Avenue Utica, NY 13501  
Phone (315) 798-5733 Fax (315) 798-5218

FN 20 22 - 317

September 19, 2022

Honorable Anthony J. Picente Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente:

Attached for your review is a Purchase of Service Agreement between Oneida County, through its Department of Family and Community Services, and Family Focus Adoption Services.

The Contractor will provide the Relationships Are Decisions (RAD) Program, which helps hard-to-place children that have difficulty adjusting to foster/adoption families move to a permanent placement through adoption.

The term of this Agreement runs from July 1, 2021 through June 30, 2026. This is a fee for service and is paid at rates established by the New York State Office of Children and Family Services. The Department does not anticipate spending more than \$250,000, with a local cost of approximately 27.18% or \$67,950.00, for the term of this Agreement.

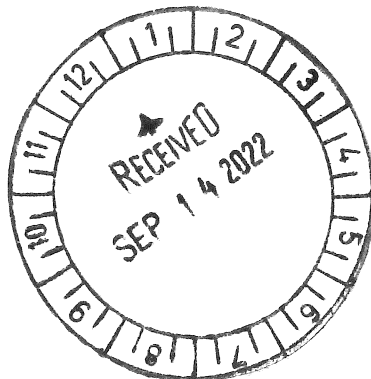
If this Agreement meets with your approval, kindly forward to the Board of Legislators for further action.

Thank you for your consideration.

Sincerely,

Colleen Fahy-Box  
Commissioner

CFB/vlc  
attachment



Reviewed and Approved for submittal to the  
Oneida County Board of Legislators by

Anthony J. Picente, Jr.  
County Executive

Date 9-21-22

# 97703

Oneida Co. Department Social Services

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_.

**Oneida County Board of  
Legislators Summary**

**Name of Proposing Organization:** Family Focus Adoption Services  
Corporate Office: 7600 Jericho Turnpike  
Woodbury, New York 11797  
Business Address: 54-40 Little Neck Parkway, Suite 4  
Little Neck, New York 11362

**Title of Activity or Services:** Relationships are Decisions (RAD) Program

**Proposed Dates of Operation:** July 1, 2021 through June 30, 2026

**Client Population/Number to  
be Served:** Children being released for Adoption that will benefit from  
the Relationships are Decisions Program

**SUMMARY STATEMENTS**

**1). Narrative Description of Proposed Services**

The Contractor provides the Relationships are Decisions (RAD) Program that is utilized for hard to place children that have difficulty developing relationships with foster/adoptive families. The Contractor also recruits, develops and certifies families interested in adoption and supervises adoptive placements.

**2). Program/Service Objectives and Outcomes**

**RELATIONSHIPS ARE DECISIONS (RAD) PILOT PROGRAM:**

1. Each referred child will be assigned an Family Focus Adoptive Services (FFAS) "transition worker;"
2. The worker will connect with the residential program, the school, and any clinicians, and the Department worker assigned to the child;
3. The FFAS transition worker will meet with the referred child twice a month, in one of such visits the FFAS transition worker could also meet with the referred child's clinician or child-care supervisor and/or the Department caseworker;
4. The FFAS transition worker will ascertain, with the child, the child's long-term goals for permanence, and then work with the child regarding the obstacles that have existed both historically and currently in the child's behavior;

5. The Department will be kept informed via email logs at all times.

**3). Program Design and Staffing Level**

**Total Funding Requested:**

**Oneida County Dept. Funding Recommendation:** Account #: A6070.49551

**Mandated or Non-mandated Service:** Mandated

**Proposed Funding Source (Federal \$ /State \$ / County \$):** \$250,000.00

Federal	38.39 %	\$95,975.00 (\$19,195.00 annually)
State	34.43 %	\$86,075.00 (\$17,215.00 annually)
Local	27.18 %	\$67,950.00 (\$13,590.00 annually)

**Cost Per Client Served:**

**Past performance Served:** The Department has contracted with this particular provider since 2014. This is a fee for service. The Department contracts with a number of agencies in an effort to provide specialized adoption services when needed.

**O.C. Department Staff Comments:**

Anthony J. Picente, Jr.  
County Executive



Colleen Fahy-Box  
Commissioner

**ONEIDA COUNTY DEPARTMENT OF FAMILY AND COMMUNITY SERVICES**  
Commissioner's Office  
COUNTY OFFICE BUILDING ~ 800 PARK AVENUE ~ UTICA, NY 13501  
PHONE: 315-798-5733 ~ FAX: 315-798-5218

September 1, 2022

FN 20 22-318

Honorable Anthony J. Picente Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

HEALTH & HUMAN SERVICES  
WAYS & MEANS

Dear Mr. Picente:

Oneida County is in receipt of a grant from the New York State Office of Children and Family Services in the amount of \$618,483.00. The grant will be used to fund services provided by the Oneida County Child Advocacy Center (CAC) commencing October 1, 2022, through September 30, 2025.

This grant supports Law Enforcement Coordinator officers that are specially trained in the CAC's procedures and protocols regarding child abuse cases. The Law Enforcement Coordinators will be assigned to the CAC and act as the liaisons between the CAC and their respective agencies.

I am available at any time to further discuss this grant should you have any questions.

I am respectfully requesting that this matter be forwarded to the Board of Legislators for acceptance of the grant funds.

Sincerely,

*Colleen Fahy-Box*  
Colleen Fahy-Box  
Commissioner

CFB/tms  
attachment



Reviewed and Approved for submittal to the  
Oneida County Board of Legislators by

*Anthony J. Picente, Jr.*  
\_\_\_\_\_  
Anthony J. Picente, Jr.  
County Executive  
Date 9-14-22



#35402

Oneida Co. Department Social Services

Competing Proposal \_\_\_\_\_  
 Only Respondent \_\_\_\_\_  
 Sole Source RFP \_\_\_\_\_  
 Other  X

Oneida County Board of Legislators  
Contract Summary

Name of Proposing Organization: New York State Office of Children and Family Services  
 52 Washington Street  
 Rensselaer, New York 12144

Title of Activity or Services: Oneida County Child Advocacy Center Grant

Proposed Dates of Operations: October 1, 2022, through September 30, 2025

Client Population/Number to be Served:

**SUMMARY STATEMENTS**

**1). Narrative Description of Proposed Services**

This grant will help support the positions of 4 Part-time Law Enforcement Coordinators (LEC) from various police agencies. The LEC are part of the multidisciplinary team (MDT) located at the Oneida County Child Advocacy Center (CAC). The MDT investigates cases of alleged child sexual abuse and severe physical abuse cases. The LEC also act as the liaisons between the CAC, police agencies, the Department of Social Services, and the District Attorney's Office in matters relating to the investigation and prosecution of MDT cases. The LEC participate in case review, assist in increasing community awareness of the CAC and are responsible for inputting data regarding the criminal aspect of MDT cases into the computer program. The grant will also support part of the CAC's Administrator.

The CAC provides on-site law-enforcement, Oneida County DSS Caseworkers, victim advocacy, scheduled medical examinations, counseling, preventive services, child fatality review, and a state-of-the-art training facility.

**2). Program/Service Objectives and Outcomes**

These funds will be utilized to support Contractual/Consultants, travel and trainings, and other operating expenses.

**3). Program Design and Staffing Level -**

**Total Grant Amount:** \$618,483.00

**Oneida County Dept. Funding Recommendation:** A2703 - 100% funds through the New York State Office of Children and Family Services

**Proposed Funding Source (Federal \$ /State \$ / County \$):**

Federal	0%
State	100%
County	0%

**Cost Per Client Served:**

**Past performance Served:**

**O.C. Department Staff Comments:**

Anthony J. Picente Jr.  
County Executive

Colleen Fahy-Box  
Commissioner



**ONEIDA COUNTY DEPARTMENT OF FAMILY AND COMMUNITY SERVICES**

Contract Administration, 4<sup>th</sup> Floor  
County Office Building, 800 Park Avenue, Utica, NY 13501  
Phone (315) 798-5073 Fax (315) 793-6044

September 6, 2022

FN 20 22-319

Honorable Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente:

I am submitting the 2022 - 2023 Annual Implementation Plan (Four Year Plan) for Oneida County Office for the Aging and Continuing Care, for your review and approval. If this Agreement meets with your approval, please forward to the Board of Legislators for further consideration.

This document contains both narrative and budget pages essential for the Oneida County Office for the Aging and Continuing Care funding application to the New York State Office for the Aging (NYSOFA).

The total amount of this contract is \$5,963,164.00, with \$2,348,808.62 (Federal); \$2,528,109.00 (State); \$724,969.38 (County) and \$361,277.00 (Other).

I am available at your convenience should you have any questions regarding this Agreement.

Sincerely,

Michael J. Romano  
Deputy Commissioner

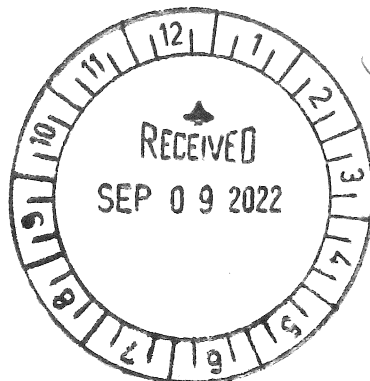
Reviewed and Approved for submittal to the  
Oneida County Board of Legislators by

Anthony J. Picente, Jr.  
County Executive

Date 9-8-22

MJR/md

Enclosure



Oneida Co. Department: Office for Aging

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other   x  

ONEIDA COUNTY BOARD  
OF LEGISLATORS

Name & Address of Vendor: (NYSOFA) New York State Office for the Aging

Title of Activity or Service: Annual Implementation Plan (AIP)/ Four Year Plan  
Annual Update

Proposed Dates of Operation: April 1, 2022 through March 31, 2023

Client Population/Number to  
be Served: 12,000

Summary Statements:

1) Narrative Description of Proposed Services

Oneida County Office for the Aging and Continuing Care funding application to the  
New York State Office of the Aging (NYSOFA)

2) Program/Service Objectives and Outcomes:

This document, including applications and attachments, fulfills the "Area Plan"  
requirement under the Older Americans Act, as amended, and the "County Plan"  
requirement under Section 214 of the New York State Elder Law

3) Program Design and Staffing

N/A

Total Funding Requested: \$ 5,963,164.00 Account #: N/A

Oneida County Dept. Funding Recommendation: \$ 5,963,164.00

Proposed Funding Sources (Federal \$/ State \$/County \$):

Federal: \$2,348,808.62 State: \$2,528,109.00 County: \$724,969.38 Other: \$361,277.00

Cost Per Client Served: N/A

Past Performance Data: N/A

O.C. Department Staff Comments: This represents an update to the four-year planning  
document.

Anthony J. Picente, Jr.  
County Executive

Michael A. Arcuri, Esq.  
Plan Administrator

## Oneida County Supplemental Assigned Counsel Program

County Office Building, 800 Park Ave, 2nd Floor, Utica, NY 13501  
Phone (315) 793-6459

Connie L. Shepherd  
Assistant to Administrator

September 22, 2022

FN 20 22-320

Hon. Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue  
Utica, New York 13501

GOVERNMENT OPERATIONS

WAYS & MEANS

Re: Oneida County Supplemental Assigned Counsel Program  
– Oneida County Bar Association Second Amended  
Supplemental Amended Resolution

Dear Mr. Picente:

Enclosed please find a copy of the Amended Oneida County Supplemental Assigned Counsel Program Resolution that was adopted by the Oneida County Bar Association on April 9, 2021, along with a subsequent Amendment dated June 9, 2022 for consideration by the Oneida County Board of Legislators. This is an update of the resolution that was originally adopted by the Oneida County Bar Association and the Oneida County Board of Legislators in 1966. I would ask that the Board adopt the Amended Plan dated April 8, 2021 and the Second Amendment dated June 9, 2022.

If there are any questions, please do not hesitate to have one of your staff contact me.

Respectfully,

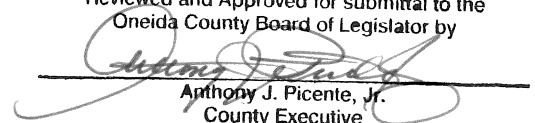


Michael A. Arcuri  
Plan Administrator

MAA:cls  
Enclosure

cc: Kevin Revere, Chief of Staff

Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by



Anthony J. Picente, Jr.  
County Executive

Date 9-22-22

39

**SECOND AMENDED  
ONEIDA COUNTY SUPPLEMENTAL  
ASSIGNED COUNSEL PROGRAM**

**WHEREAS**, the Board of the Oneida County Bar Association initially adopted the Oneida County Supplemental Assigned Counsel Program (“Plan”) which was adopted by the Oneida County Board of Legislators on June 6, 1966 to provide legal services to indigent individuals who could not be represented by the Oneida County Public Defender due to a conflict of interest; and,

**WHEREAS**, the Plan was thereafter Amended by the Oneida County Bar Association on April 8, 2021; and,


**WHEREAS**, it has become necessary to make an additional change to the Oneida County Supplemental Assigned Counsel Program;

**NOW THEREFORE, IT IS HEREBY:**

**RESOLVED**, the Oneida County Supplemental Assigned Counsel Program shall be authorized to compensate attorneys under the Plan, for appearing on behalf of indigent individuals, who the Oneida County Public Defender cannot represent due to a conflict of interest, at appearances at the Oneida County Centralized Arraignment Part Court (CAP Court). This amendment is necessary to authorize payment to outside attorneys by the Plan for CAP Court appearances which is not currently covered by the Plan previously authorized by the Oneida County Bar Association.

Unanimously adopted by the Oneida County Bar Association Board of Directors this 9th day of June, 2022.

  
Christina L. Reilly, Esq., Secretary

  
James S. Rizzo Esq., President

**AMENDED**  
**ONEIDA COUNTY SUPPLEMENTAL ASSIGNED**  
**COUNSEL PROGRAM**

WHEREAS, the County of Oneida and the Oneida County Bar Association have worked in partnership to provide certain mandated legal services to indigent individuals in need of legal services in Oneida County; and,

WHEREAS, it has become necessary to make certain changes and amendments to the current Bar Association sponsored Plan;

NOW THEREFORE, IT IS HEREBY:

RESOLVED, that the following Plan, for providing mandated legal services to indigent individuals is hereby adopted:

**I. PREAMBLE**

County Law Section 722 addresses the responsibility of local governments to provide legal services to indigent individuals who qualify for such services, County Law Section 722 sets forth in pertinent part:

"Plan for representation. The governing body of each county.... shall place in operation throughout the county a plan for providing counsel to persons charged with a crime or who are entitled to counsel pursuant to Section 262 or Section 1120 of the Family Court Act, Article 6-C of the Correction Law, Section 407 of the Surrogate's Court Procedure Act or Article 10 of the Mental Hygiene Law, who are financially unable to obtain counsel. Each plan shall also provide for investigative, expert and other services necessary for an adequate defense."

In response to this mandate Oneida County has adopted the Oneida County Supplemental Assigned Counsel Program in partnership with the Oneida County Bar Association which involves members of the Oneida County Bar Association agreeing to be a part of the Program. Assigned Counsel Panel membership is not automatic for each new member of the bar, but rather it is a distinction offered to certain attorneys who meet a predetermined criteria. It is however much more than that, it is also an opportunity for all attorneys to assist people unable to afford legal representation, representation necessary to preserve individual rights that the Supreme Court of the United States and the United States Constitution say all are entitled. The Program however involves payments from the public funds, tax payer dollars specifically set aside for the purpose of providing mandated legal services to indigent individuals. An attorney's certification

to the panel and his or her conduct and performance as a Panel Member is consequently authorized and regulated, inter alia, by Article 18B of the County Law and by the Oneida County Plan as herein amended. Oversight of the Plan is unique in that it is a cooperative effort between State and local governments in partnership with the Oneida County Bar Association which is Oneida County Assigned Counsel Plan as amended, as well as, the Rules of the Appellate Division, Fourth Department and the Office of Court Administration.

Under the Oneida County Assigned Counsel Plan, except for the source of payment, the relationship existing between a member attorney in the Plan and his or her client is identical to that existing between any other attorney who has been retained or is acting pro bono, and their respective client. In representing their clients a Panel Member possesses all of the same duties, responsibilities and obligations as any retained or pro bono attorney and all branches of government, including the judicial branch, have a constitutional obligation to respect the attorney's professional independence in representation of his or her client.

## II. PROGRAM OVERVIEW and ASSIGNMENT PROCESS

- A. The Oneida County Supplemental Assigned Counsel Program (hereinafter sometimes referred to as "OCSACP" or "the Plan") was created as a Bar Association Plan requiring all attorneys to follow procedures for assignments and vouchering as outlined in the Plan.
- B. The Plan is overseen by the Plan Administrator, who is a member in good standing of the Bar Association and is an attorney engaged by Oneida County to provide program coordination and management.
- C. Assignments are made by the Judge and provided by postal mail, email, courier or facsimile to the OCSACP office.
- D. When the Public Defender's office (Civil or Criminal) receives an application for representation or order from the court, the respective Public Defender's office review financial documentation, verified that the person meets the criteria to be declared indigent and determines if a conflict of interest exists.
- E. A conflict will most commonly occur when the Public Defender currently represents or in the past represented a co-defendant or party to that particular proceeding or in a past proceeding that would create a conflict or potential conflict of interest for the public defender.
- F. Once a conflict is verified, the Public Defender's office will notify the Court by letter and the Court will assign a private attorney from Assigned Counsel Panel, except in limited

circumstances as authorized by statute. The Court then sends a copy of the order and conflict letter to the OCSACP office. While the Judge's assignment is the formal authorization for the assigned attorney to begin representation of the qualifying individual, the assignment must be confirmed by the Plan before the attorney may be paid by the Plan.

- G. When orders are received, the OCSACP office will open a new file with a unique file number for that assignment.
- H. Orders are entered into a master database by the Plan and an email is generated to the attorney with the file number to be used for billing purposes.
- I. Assigned attorneys providing legal services to an indigent client are then authorized to be paid from public funds administered by the Plan.
- J. When a case is closed, the attorney shall submit the voucher into the electronic billing system to OCSACP for payment.
- K. Upon receipt and review of the voucher by the OCSACP office the voucher shall be submitted in the electronic billing system by OCSACP to the Judge for signature.
- L. When the Judge has signed, the voucher and related documentation it will be sent by the Judge to Oneida County's Audit & Control office for payment.

### III. ATTORNEY ELIGIBILITY REQUIREMENTS and RESPONSIBILITIES

- A. To be eligible for appointment to the Assigned Counsel Panel designated pursuant to Article 18B of the County Law, an attorney shall be admitted to practice in the State of New York, be in good standing with the state and local bar associations, be current on CLE credits, and in the opinion of the assigning judge possess the requisite experience in civil and/or criminal practice, to make that attorney competent to give effective legal assistance to clients assigned under Article 18B of the County Law.
- B. In order to accept appellate assignments through the OCSACP, attorneys must also meet the qualifications and training requirements of the NYS Supreme Court, Appellate Division, 4<sup>th</sup> Department.
- C. Before agreeing to accept assignments, counsel must ensure that they have sufficient experience, expertise, time, and resources to provide quality representation.



- D. Upon being assigned, counsel must make sure that no conflict of interest exists and promptly move to be relieved as counsel if they subsequently discover that a conflict does exist. In family law cases, where multiple parties may be involved, a conflict check must be done by the assigned attorney as to every party in that proceeding.
- E. Immediately upon assignment, counsel should contact the client. As soon as practical, counsel should do an initial assessment of the case, including whether a stay and bail pending appeal should be sought.
- F. In appellate court matters counsel must ascertain whether the appellate record is complete and, if not, obtain all missing documents as expeditiously as possible.
- G. To establish a relationship of trust and confidence, counsel must meet and discuss the case with the client as often as is reasonable and prudent under the circumstances of the case. If the client is incarcerated, the meeting should occur at the jail or prison, unless such a meeting would not be in the client's best interest. If the client is not incarcerated, a meeting may occur as counsel's office. If that is not feasible or if a visit at another site might yield more relevant information, counsel should make appropriate arrangements. Once a relationship has been established, counsel may communicate by phone, but should be mindful that such conversation with incarcerated clients typically are not secure. Further, counsel should consider the security of phone calls to clients who live with co-defendants or co-respondents or anyone who might use the information about the client in a harmful way.
- H. In appellate court matters counsel must fully advise the client as to potential risks involved in pursuing the appeal and attempt to minimize such risks if the appeal progresses. In family law cases, counsel must advise clients about the impact of subsequent and collateral proceedings on the judgement being appealed. Counsel should caution clients that an order entered on consent is not appealable and modified any earlier order. In criminal matters counsel must advise clients of the extent of potential incarceration the client faces should they proceed to trial and get convicted.

#### **IV. COMPENSATION and REIMBURSEMENT for REPRESENTATION**

- A. All counsel assigned in accordance with this Plan of a bar association conforming to the requirements of §722 of the County Law whereby the services of private counsel are rotated and coordinated by an administrator shall at the conclusion of the representation receive:
  - a) for representation of a person entitled to representation by law who is initially charged with a misdemeanor or lesser offense and no felony, compensation for

such misdemeanor or lesser offense representation at a rate of SIXTY Dollars (\$60.00) per hour for time expended in court or before a magistrate judge or justice, and sixty dollars per hour for time reasonably expended out of court, and shall receive reimbursement for expenses reasonably incurred;

- b) for representation of a person entitled to representation by law who is initially charged with a felony, compensation for such felony representation at a rate of SEVENTY-FIVE Dollars (\$75.00) per hour for time expended in court before a magistrate, judge or justice and SEVENTY-FIVE Dollars (\$75.00) per hour for time reasonably expended out of court, and shall receive reimbursement for expenses reasonably incurred; and
- c) for representation of a person in all other cases governed by this article, including Family Court and all representation in an appellate court, compensation at a rate of SEVENTY-FIVE Dollars (\$75.00) per hour for time expended in court before a magistrate, judge or justice and seventy-five dollars per hour for time reasonably expended out of court, and shall receive reimbursement for expenses reasonably incurred.

B. Except as provided in this section, the statutory cap for compensation for time expended in providing representation:

- a) pursuant to paragraph a) of subdivision A of this section shall not exceed TWO THOUSAND FOUR HUNDRED Dollars (\$2,400.00); and
- b) pursuant to paragraph b) and c) of subdivision A of this section shall not exceed FOUR THOUSAND FOUR HUNDRED Dollars (\$4,400.00).

C. For representation on an appeal, compensation and reimbursement shall be fixed by the appellate court. For all other representation, compensation and reimbursement shall be fixed by the trial court judge. In extraordinary circumstances a trial or appellate court may provide for compensation in excess of the foregoing limits and for payment of compensation and reimbursement for expenses before the completion of the representation.

- a) The OCSACP Administrator may request an affidavit or such other supplemental information as deemed necessary to verify the claim of extraordinary circumstances.

D. Common reimbursements include the following:

- a) Photocopies made in attorney's office are \$0.15 each, all others must include a receipt;
- b) Mileage will be reimbursed at the current Federal rate at the time such expense was incurred, billing for travel time is allowed only for Appeals;
- c) Transcript fees are \$2.50 per page for originals and \$1.00 per page for copies;
- d) Postage, tolls, parking, extraordinary copies, etc. must be accompanied by receipt for services;

- e) Simple witness fees;
  - f) Subpoena service; and
  - g) If translation services are required, Oneida County has contracted with several local translation services at reduced rates for use by the Assigned Counsel and other County programs.
- E. Services other than attorney fees, including expert witnesses, investigative or other necessary services which require an ex parte application to the judge or magistrate designated to hear the case for authorization prior to procurement are limited to one thousand dollars per retainer.
- F. Any outside stenographic, investigative, interpretation or similar services that are substantial or out of the ordinary should be authorized in advance by the judge or magistrate designated to hear the case.
- G. Counsel shall not include charges for "Open File," "Close File" or "Wait Time" in their vouchers.

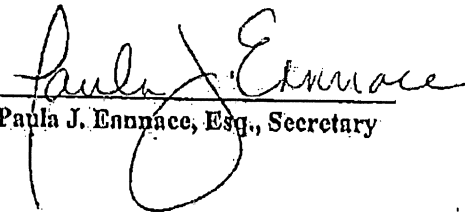
## V. BILLINGS PROCEDURES

- A. The Oneida County Board of Legislators adopted Resolution 303 of 2013 which states, in pertinent part: "...all persons or corporations with claims for bills against the County of Oneida shall present same to the Oneida County Comptroller for audit no later than 90 days after said claims accrued." In the event the voucher is not submitted within said 90 days, counsel shall provide an affidavit outlining the circumstances which justify late payment, which late payment is also subject to judicial approval. Assigned Counsel attorneys must therefore endeavor to submit their bills promptly at the conclusion of the matter.
- B. Billing documentation required:
- a) Accurate time record in tenths of an hour;
  - b) List of all disbursements, including receipts when appropriate;
  - c) Mileage charges (if appropriate), including start and end locations;
  - d) Accurate completion of the Judicial Conference (JCR) section of the billing record;
- Attorney Affirmation of Services with attorney signature.
- C. Interim bills may be submitted once a year for ongoing matters such as treatment court or extensive or exceptional matters.

D. Multiple assignments made by the same Judge may be submitted together if all matters have concluded, BUT if charges exceed the statutory cap, separation of assignments is preferred.

E. Once bills are completed and signed by the Judge, the billing record is electronically forwarded to Audit & Control for payment.

Unanimously adopted by the Oneida County Bar Association Board of Directors this 8th day of April, 2021.

  
Paula J. Ennace, Esq., Secretary

  
William S. Calli, Jr., Esq., President

SUPPLEMENTAL ASSIGNED COUNSEL PLAN

Resolution adopted by the Oneida County Bar Association June 6, 1966

WHEREAS, the Board of Supervisors of the County of Oneida adopted Local Law No. 4 of 1965, on October 13, 1965, creating the Office of Public Defender, and

WHEREAS, the Oneida County Bar Association desires to adopt an assigned counsel plan supplemental to the Public Defender Office of the County of Oneida pursuant to Article 18-B of the County Law in order to provide for the rotation and coordination of counsel who may be assigned by the Court to represent persons charged with a crime who are financially unable to obtain counsel, when there is an apparent or possible conflict of interest wherein the Public Defender may not be able to represent indigent defendants.

NOW, THEREFORE, BE IT RESOLVED,

1. That the Oneida County Bar Association does hereby adopt an assigned counsel plan to supplement the Public Defender Office of the County of Oneida, to be used by the Courts in cases where counsel other than the Public Defender are assigned because of an apparent or possible conflict of interest between the defendant and the Public Defender as follows:

a. The President of the Oneida County Bar Association, subject to the approval of the Board of Directors, shall appoint an Administrator of the plan from its membership. Such Administrator shall maintain a list of all qualified and practicing attorneys resident in or practicing law in Oneida County who indicate that they are available to be assigned as counsel under said plan:

The Administrator shall not be a Judge, County Attorney, Assistant County Attorney, a Public Defender or a Legal Aid representative.

b. Upon request from a Court the Administrator shall submit for assignment by said Court the names of three or more attorneys.

from said list, the names to be submitted in rotation. He shall keep records of assignments made and shall maintain a supply of County vouchers for use under said plan. Upon completion of an assignment, the assigned counsel shall submit his voucher to the Court and the Court shall fix the compensation and reimbursement to be paid assigned counsel in accordance with Article 18-B of the County Law. Then assigned counsel shall submit the voucher to the Administrator who shall forward it to the County Executive for payment.

c. The Administrator shall cooperate with the Court so that, in order to prevent any delay in arraignment, counsel may be assigned immediately upon a declaration of indigency. It is expected that assigned counsel will make subsequent investigation as to the financial circumstances of the defendant, except that such defendant shall not be asked any questions which might be self-incriminatory or irrelevant, such as inquiries into the assets of relatives or friends.

d. The Administrator shall be compensated by the County of Oneida in such sums shall be fixed by the Board of Supervisors of the County of Oneida.

e. The attorneys functioning under this plan shall be compensated and reimbursed by the County of Oneida as provided in Article 18-B of the County Law.

2. This plan shall be effective forthwith subject to the approval of the Judicial Conference of the State of New York and upon adoption by the Board of Supervisors of the County of Oneida.