

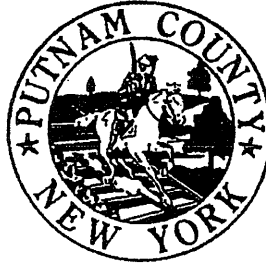
THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery Dist. 1
William Gouldman Dist. 2
Toni E. Addonizio Dist. 3
Ginny Nacerino Dist. 4
Greg E. Ellner Dist. 5
Paul E. Jonke Dist. 6
Joseph Castellano Dist. 7
Amy E. Sayegh Dist. 8
Erin L. Crowley Dist. 9

AGENDA

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE MEETING
TO BE HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Chairwoman Sayegh, Legislators Crowley & Gouldman

Tuesday 6:00PM August 20, 2024

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – June 10 & July 11, 2024 Meetings**
- 4. Discussion/Update/Plans for Stabilization Center/Social Services Commissioner Sara Servadio**
- 5. Approval/Budgetary Amendment 24A076/Social Services/Purchase Items Needed by the Co-Response Team’s Crisis Intervention Specialist using Opioid Abatement Funds**
- 6. Approval/Budgetary Amendment 24A075/Social Services/Use Funds from Vacant Personnel Line for Equipment & Supplies**
- 7. Other Business**
- 8. Adjournment**

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE MEETING
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Chairwoman Sayegh, Legislators Crowley & Gouldman

Monday **6:30PM** **June 10, 2024**

The meeting was called to order at 6:30 by Chairwoman Sayegh who requested Legislator Crowley lead in the Pledge of Allegiance. Upon roll call Legislators Crowley and Gouldman and Chairwoman Sayegh were present.

Item #3 - Discussion/Tobacco Retailers/Community Engagement Coordinator Molly Franco, POW'R Against Tobacco

Chairwoman Sayegh introduced Community Engagement Coordinator for POW'R Against Tobacco Molly Franco and stated she is here for a discussion regarding tobacco retailers. She mentioned that last month the Legislature had a discussion with the Department of Health regarding tobacco retailers and the Adolescent Tobacco Use Prevention Act (ATUPA) funds available.

Chairwoman Sayegh made a motion to waive the rules and accept the additional; Seconded by Legislator Crowley. All in favor.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco provided the attached PowerPoint presentation. She described her organization, saying POW'R is a grant-funded program of the New York State's Department of Health's Bureau of Tobacco Control, which is a part of the Advancing Tobacco-Free Communities grant program. She stated her organization's job is to take the state's tobacco control initiatives and fit them into communities across the designated areas. She stated that they work on a range of issues including youth activism, smoke-free media, smoke-free multi-unit housing, and tobacco-free work sites. She explained that POW'R Against Tobacco also works to educate local governments on their ability to enact tobacco-free parks and municipal spaces laws and pass laws regulating the marketing and sale of tobacco products in their communities. She explained her belief that a primary goal of local government should be to advance the health of its constituents and those that work in and visit the community. She stated that commercial tobacco addicts its users and causes premature death in up to half of users who use it as directed. She stated in communities across the state, more and more smoke shops are opening on top of the already existing sellers (delis, convenience stores, gas stations, grocery stores). She stated that local governments can limit the expansion of tobacco sale through evidence-based interventions. She explained that Putnam County sticks out among other counties in the metro region as it is one of the only counties in the metro region that has a smoking rate higher than the state rate. She shared there are 92 total retailers of tobacco products in Putnam County. She stated that while this is better than a county like Westchester where there are 270 in Yonkers, alone, this is still a significant number of tobacco product retailers. She explained that the distribution is not too surprising, as most

retailers are in the more heavily populated areas of Brewster, Carmel, and Mahopac. She emphasized that the majority of tobacco product retailers are not smoke shops, but rather bodegas, grocery stores, gas stations, and convenience stores. She stated that these stores are going to have a lot more youth access than smoke and vape shops. She stated youth are being impacted by tobacco marketing when they enter a store to buy a non-tobacco related products. She showed a map (Slide 6) of where tobacco retailers are located, adding it could be beneficial to make note of where schools, parks, and playgrounds are in relation to these retailers. She stated tobacco use is a learned and socially mediated behavior. She stated ubiquitous presence of tobacco retailers gives the impression that tobacco is available, accessible, and welcomed. She noted in 2022, the tobacco industry spent \$8.3 billion to advertise and promote their products in the retail environment. She added an increased density of retailers can lead to increased smoking rate, and a reduction in quit attempts. She noted that tobacco control is also a social justice issue, saying that there is an increased density of tobacco product retailers in lower income and minority communities, fueling disparities in tobacco use. She stated increased density of tobacco retailers also increases brand recognition, especially among youth, which increases their odds of smoking. She showed a chart (Slide 8) showing five (5) options for combatting tobacco product retailer availability. She explained that the implementation of these practices is most often achieved through licensing and zoning. She stated zoning is the primary way in which the government shapes the community's land use. She stated it enables the government to establish density and/or proximity restrictions. She added zoning also allows government to set conditional use permits. She then went over two zoning policies that have recently been passed in Putnam County starting with a Zoning Amendment by the Town of Patterson, which prohibited the sale of tobacco products in the downtown area. She stated this zoning amendment does not clarify if stores would be grandfathered into this policy. She added they also do not allow stores whose sales are comprised of 50% or more tobacco products. She stated the Town of Southeast amended their zoning law to blanket prohibit smoke shops. She noted with the way it is written, this policy excludes grocery stores, convenience stores, gas stations, and any other non-smoke shop store where tobacco products may be sold. She then explained licensing, stating tobacco retail licensing requires that a city or a county issues businesses, new and existing, a license to sell tobacco and nicotine products. She stated by requiring this license, the government is better equipped to control where and to whom these products are being sold. She added it also grants the power to enforce. She provided an example of the City of Newburgh and noted that Newburgh is a city while Putnam is a county, so it may not be as easy to compare. She stated in 2015, Newburgh enacted a local licensing policy for any business that sells cigarettes, cigars, or other tobacco products. She explained why the Newburgh policy is considered to be an effective and comprehensive policy. She then provided an example of Ulster County, citing their 2015 policy. She noted that Ulster County's tobacco policy does not have a cap for the number of retailers. She stated their county website also features training materials for tobacco retailers, as well as maps locating each school, allowing tobacco retailers to establish their business without violating any laws. She explained that the Public Health Law Center has created a comprehensive tobacco retail licensing model ordinance. She stated any town, municipality, or county can pick pieces within it and construct a policy that would work best for their constituents and their capacity to enforce. She stated she could find other policies from throughout the state if the Legislature was interested in other models.

Chairwoman Sayegh stated she thinks zoning would not apply on the county level, but licensing is something the county could possibly implement. She stated that she is wondering if the ATUPA fines collected can be used to run a licensing program.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco explained that with a licensing program, there is a potential that ATUPA funds would not need to be used, because there would be application fees and violation fees to be collected.

Legislator Gouldman questioned if the policy applies only to tobacco, or to marijuana and e-cigarette products as well.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco stated these products would have to be defined clearly in the policy, but they can be regulated. She stated that retailers are not supposed to be selling explicit marijuana products, but with a licensing policy, the government has the authority to search those businesses. She explained that legislation was just passed in the State budget that allows padlocking and allows for the county to conduct more searches. She stated the tobacco industry is creating new products every day to avoid regulatory rules, such as nicotine pouches, therefore, the county needs to be explicit with licensing laws.

Legislator Gouldman stated that it was mentioned that the tobacco product usage rate for adults in Putnam County in 2021 was 14.7%, while in New York State it was 12%. He stated that it is good to compare different time frames. He questioned what the rate was ten years ago.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco stated that she does not know, but she can get those numbers. She stated that as she understands, the rates were significantly higher in past decades, but it is worth noting that the rates in Putnam have increased since the COVID-19 pandemic. She noted Putnam used to be on par with Westchester County but has since surpassed Westchester's rate.

Legislator Gouldman stated in addition to tobacco product consumption increasing since the COVID-19 pandemic, so did alcoholism and drug use. He explained that ten years ago, and even five years ago, tobacco was much more widely available to the public. He expressed that he thinks the county is doing a good job in the regulation of these tobacco products, and to regulate them more than they are already being regulated might not be good for retail in Putnam County or the state.

Legislator Crowley questioned if there are any statistics revealing what portion of tobacco product consumers are youths.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco stated that she does not have these numbers at the moment and that it is difficult to get localized data on what percentage of consumers are minors. She explained that they are also not quite sure how youths are obtaining tobacco products, whether it is by lying about their age to a retailer, having an older relative purchase the product for them, etc.

Legislator Sayegh explained that Prevention Council of Putnam Executive Director Kristin McConnell has been to Legislative meetings and provided local data regarding usage by minors as collected through surveys within schools. She stated that vaping became noticeably prevalent in middle schools amongst children.

Legislator Nacerino explained that years ago, Putnam County was on the cutting edge when it banned tobacco usage in public places and when it raised the minimum age to purchase tobacco products. She stated that she represents the Town of Patterson and can attest to their downtown area, stating that it is not really a downtown area, but more of a small rural hub that borders residential neighborhoods and is in close proximity to the school. She stated that she will relay the previous comments to the Town, as any zoning ordinance can always be amended and improved upon. She stated that she does not believe there are any pre-existing smoke shops in the area prior to the establishment of the zoning policy, thus likely rendering the point about grandfathered shops moot. She questioned how licensing on a county level affects home rule with municipalities and how the county would go about determining who would enforce a licensing policy and how the county would go about hiring the necessary employees and setting the proper fees.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco stated that with Ulster County's licensing policy, the process for registering for a license is very similar to registering for any other business license. She stated when it comes to home rule, the county law would supersede any municipal policy.

Legislator Nacerino expressed concern with adding layers of licensing and fees to businesses.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco stated that a consideration that Putnam County would need to take is how it would impact relationships with store owners. She reiterated that it is important to cap the number of retailers now before the number grows and it is less feasible for the county to enforce regulations on these stores.

Legislator Nacerino stated that she would like to see a stronger zoning ordinance in place where the municipalities oversee enforcement rather than enact a county-wide licensing policy.

Legislator Ellner stated that he would be curious to see if Putnam County's overall health is decreasing directly with the increased tobacco product usage.

Legislator Montgomery stated she would like to find out what added manpower Ulster County needed to enforce their licensing policy. She stated that this would send a message that Putnam knows that smoking is bad, costly and will make the population unhealthy.

Chairwoman Sayegh stated she is wondering if a tobacco licensing practice would support the towns. She stated licensing would let the towns know that the county has their back. She stated she would hate to supersede the town zoning policies.

Legislator Crowley asked if there is any permitting required for gas stations selling tobacco products.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco stated that they have to apply for licensing to sell cigarettes and vapor products through the tax and finance department.

Legislator Crowley stated that as an owner of any kind of business, you will be monitored by the government to some degree, so you are taking on that liability as a business owner. She stated that protecting the youth and the county population's health should be of the utmost importance on top of operating a good, fair, and equitable business.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco stated that ATUPA is already doing these inspections. She stated they monitor the youth sales and the sale of flavored products. She stated that these inspections and registration to sell tobacco products are the bare minimum.

Legislator Nacerino questioned if there is a policy now mandating cigarettes must be placed behind the register as well as a limit on blatant advertisements of tobacco products.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco stated that this policy was enacted. She explained any chain gas station with a promotional program for a tobacco company must have a sign that lists different facts about the product. She stated this policy was passed in the early 2000's and hasn't been implemented until very recently. These don't exist for e-cigarettes, because the law was passed before e-cigarettes existed. It takes a long time to put these laws into practice. She noted that advertising is very tricky to go after, because it becomes a free speech issue. She stated there have been policies passed in New York before trying to limit tobacco advertising, and these policies have faced backlash for being labeled a free speech issue.

Legislator Gouldman stated that he does not think licensing is the right thing for Putnam County at the moment. He stated that the Sheriff's Department could inspect each of the 92 smoke shops in the county.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco posed the hypothetical that in five years, the number of smoke shops could increase to 202 and the Sheriff's Department may not be able to feasibly search every one of those shops.

Legislator Gouldman stated the County could address the problem then. He stated that licensing can be a burden to small businesses. He provided an example of proper enforcement in which a tobacco retailer in Yorktown that lost their license temporarily after the retailer sold a tobacco product to a minor. He stated that the laws are being enforced, and to put too much of a burden on small businesses would be wrong.

Community Engagement Coordinator for POW'R Against Tobacco Molly Franco stated she appreciates that perspective.

Item #4 - Approval/Establish a Mental Health Petty Cash Fund/Department of Social Services

Commissioner of Social Services Sara Servadio explained they spend a lot of their own money for simple expenditures like McDonald's or a new shirt to make someone feel safe or comfortable. She explained that they are asking for \$100 for this petty cash fund to start.

Chairwoman Sayegh stated she spoke with County Auditor Michele Sharkey and found that the process of turning in receipts and getting reimbursed is straightforward.

Legislator Ellner questioned if \$100 is a sufficient amount.

Commissioner Servadio stated it is not, but it is a start and they have other funds in DSS they can use.

Legislator Montgomery suggested Commissioner Servadio establish a higher amount during budget season.

Chairwoman Sayegh motion to Approve Establishing a Mental Health Petty Cash Fund/Department of Social Services; Seconded by Legislator Crowley. All in favor.

Item #5 - Other Business – None

Item #6 – Adjournment

There is no further business at 7:13 pm, Chairwoman Sayegh made a motion to adjourn; Seconded by Legislator Crowley. All in favor

Respectfully submitted by PILOT Intern Owen Lennon.

Addressing Tobacco Retailers in Putnam County

Molly Franco, MSW
POW'R Against Tobacco
Community Engagement Coordinator

About POW'R Against Tobacco

Program of the American Lung Association
serving Putnam, Orange, Rockland, and
Westchester Counties

Funded by the NYS Department of Health's
Advancing Tobacco Free Communities Grant

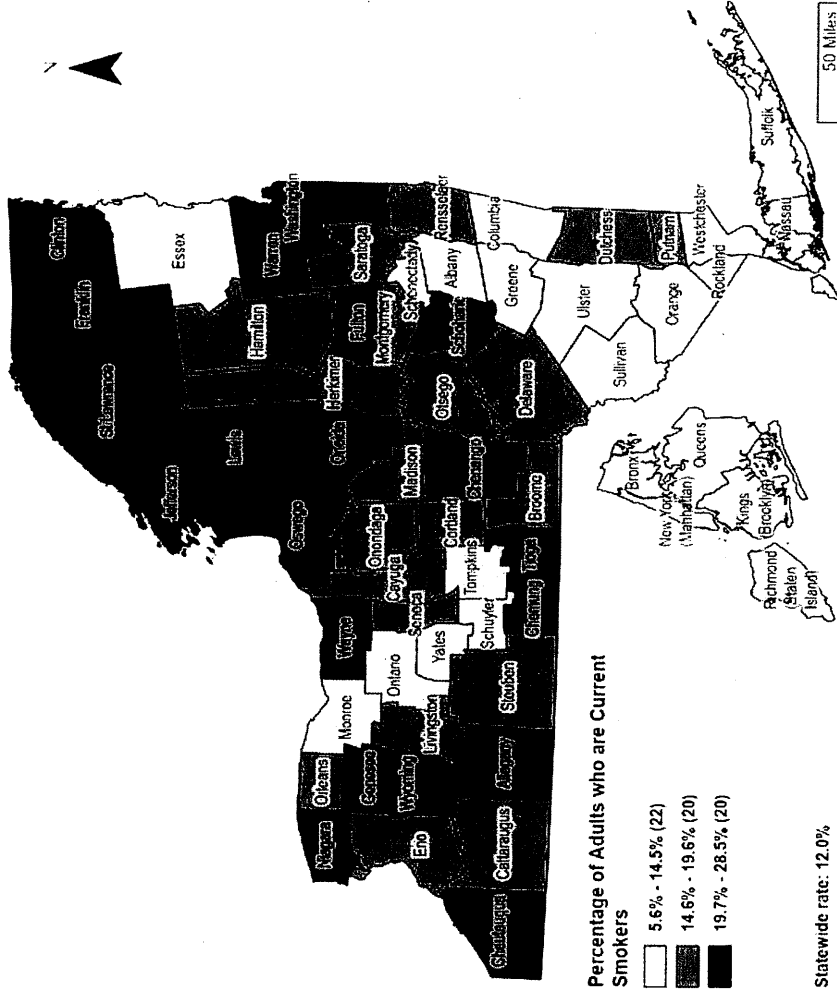
Our broader mission is to work to protect the
health of all people through tobacco control
policy, advocacy, and education

Our Bottom Line is: We believe everyone has
the right to breathe clean, smoke-free air where
they live, work, and play

Smoking Rates in Putnam

- According to data collected in 2021, **14.7%** of Putnam County adults are current smokers
- This is **higher** than the statewide rate: **12%**

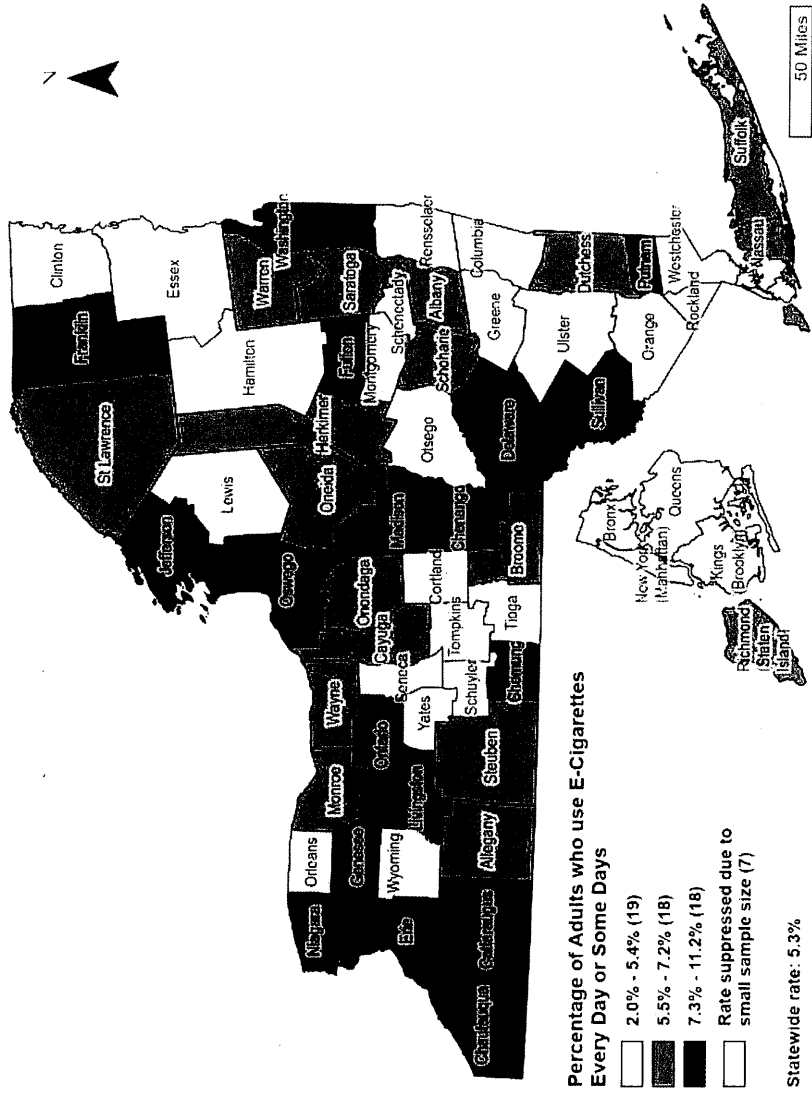
Prevalence of Current Smoking Among Adults in New York State by County, NVS BRFSS 2021



E-Cigarette Use Rates in Putnam

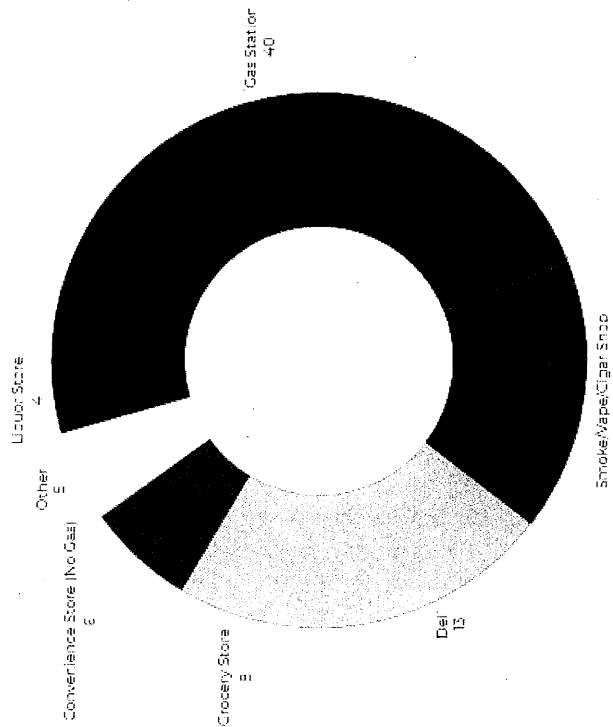
- According to data collected in 2021, 7.4 of Putnam County adults are current smokers
- This is **higher** than the statewide rate: **5.3%**

Figure 3. Prevalence of E-Cigarette Use Among Adults in New York State by County, NYS BRFS 2021

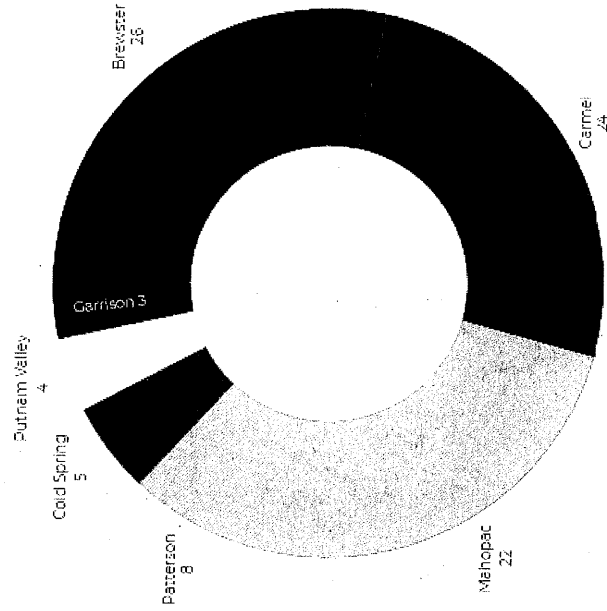


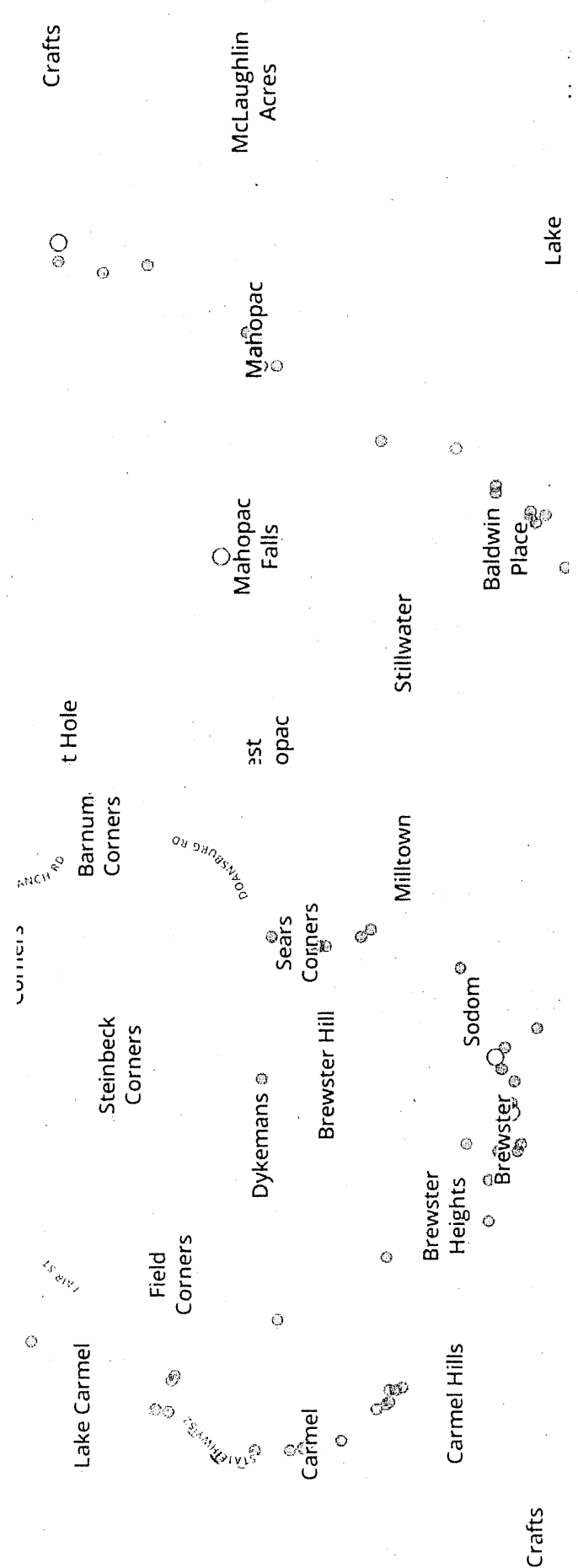
Tobacco Retailers in Putnam County

Tobacco Retailers in Putnam County by Type (92 Total)

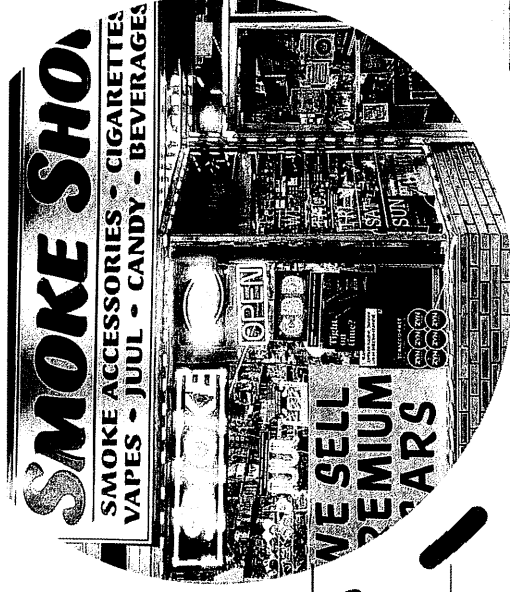


Tobacco Retailers in Putnam County by Town (92 Total)





Retail Availability of Tobacco...



Perpetuates social norms about tobacco use

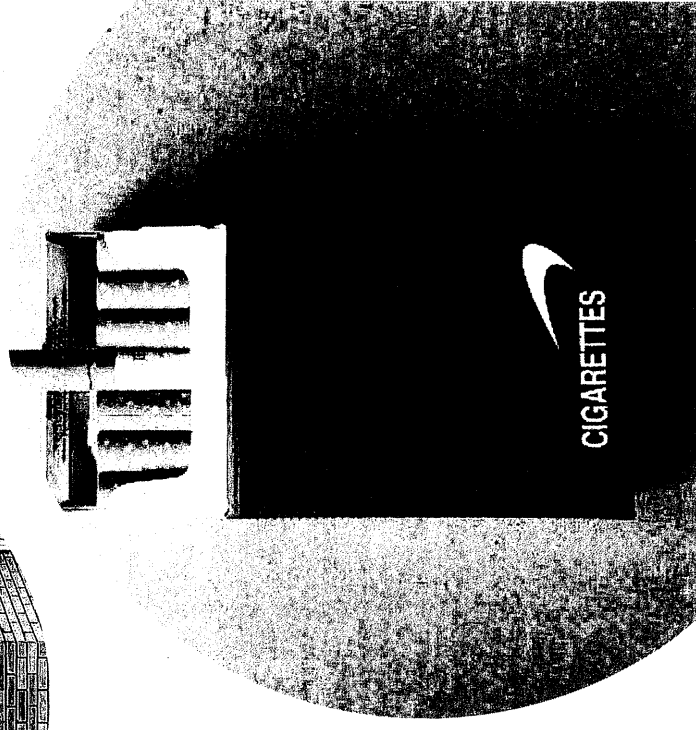
Increases exposure to industry point of sale (POS) advertising, marketing and promotions

Reduces search costs for tobacco products (higher smoking rates/reduced quit attempts)

Contributes to social and environmental inequities

Increases brand recognition

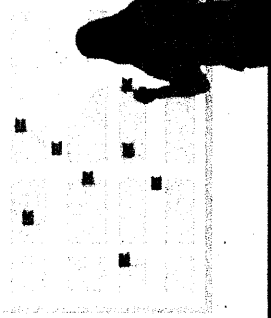
Encourages impulse purchases of tobacco products, cues cravings, and undermines quit attempts.



How to reduce tobacco retailer density and why

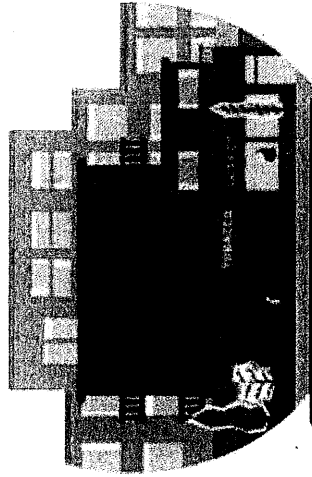
These policy solutions can be implemented in most communities through local legislation, such as tobacco retailer licensing or changes to zoning restrictions.

Local Tobacco Retailers



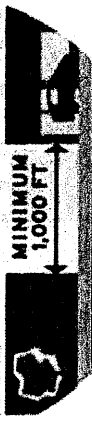
Cap the number of retailers in a geographic area

Example: There are 100 tobacco retailers in a geographic area. Cap the number of retailers to 50.



Cap the number of retailers relative to population size

Example: There are 100 tobacco retailers in a city with 100,000 residents. Cap the number of retailers to 50.



Require a minimum distance between retailers

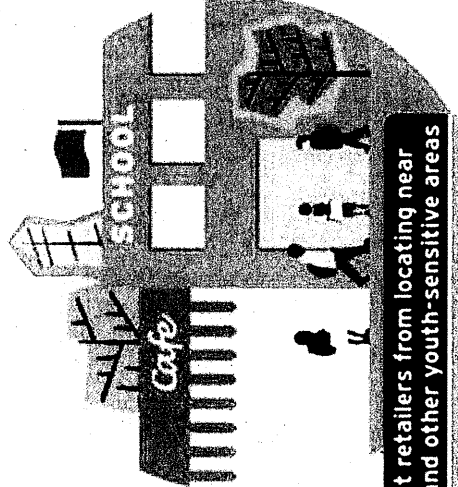
Example: There are 100 tobacco retailers in a city with 100,000 residents. Require a minimum distance of 1,000 feet between retailers.



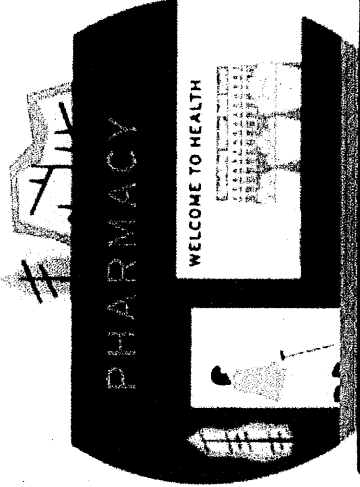
HEALTHIER: When more tobacco retailers are located in a given area, residents' health suffers. Youth are more likely to start smoking. People who smoke consume more cigarettes per day and have a harder time quitting.



EQUITY: Tobacco retailers cluster in neighborhoods with a high percentage of low-income residents or residents of color. These communities are targeted by tobacco companies, and they disproportionately suffer the health harms caused by tobacco use.



Prohibit retailers from locating near schools and other youth-sensitive areas



Prohibit sales of tobacco products at pharmacies or other types of retailers

Broad Policy Options to Address Retailer Density

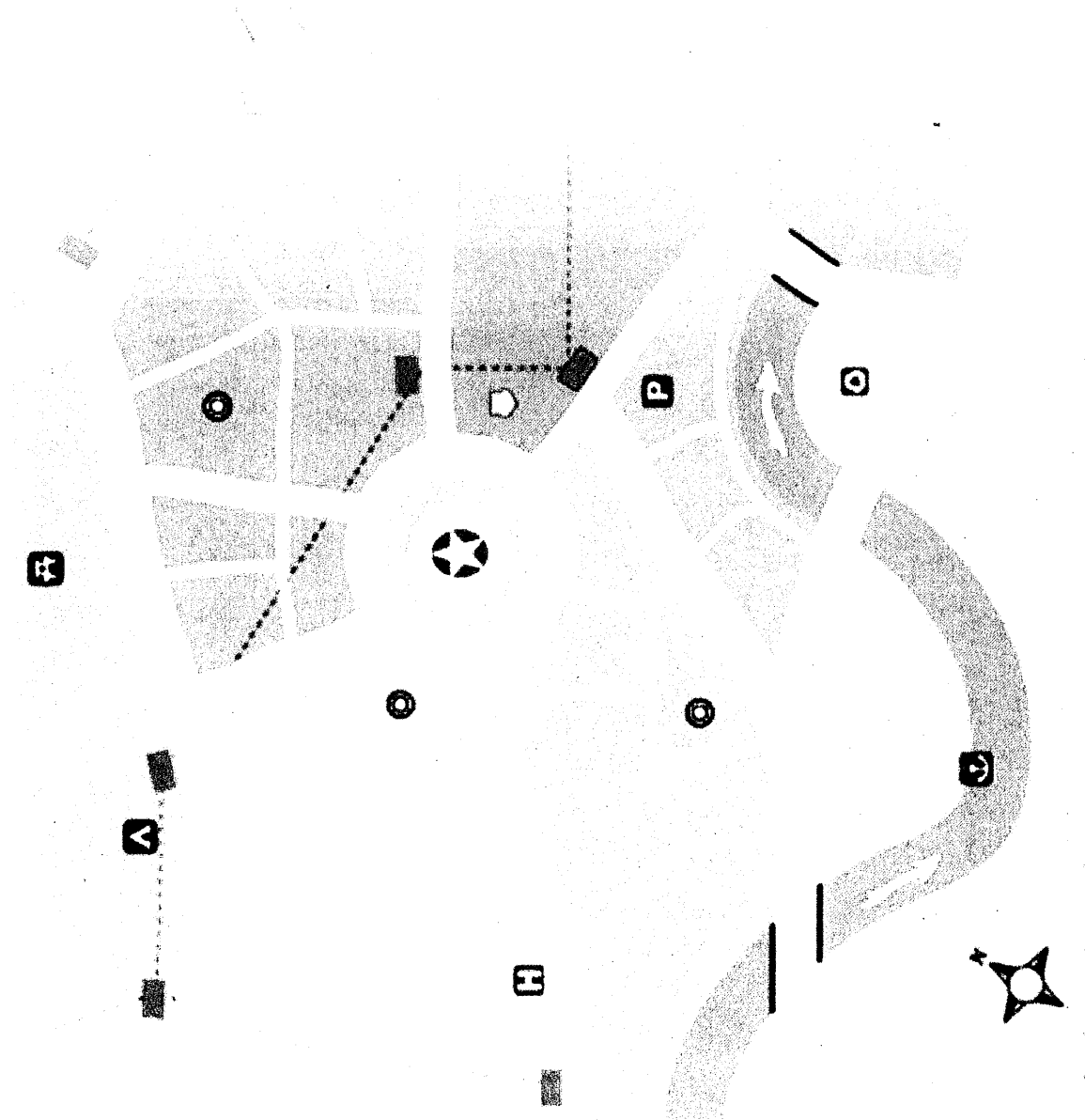
Licensing

Licensing is typically a way to regulate businesses and professionals working in certain fields. A license usually grants rights to the person who holds it.

Zoning

Zoning is a way to regulate the use of property. Zoning laws grant rights attached to the land.

Zoning



- Zoning laws may govern both the physical nature of buildings (size, height, location on a lot) and the way buildings may be used in a particular area.
- Zoning laws often divide cities into different areas (residential, commercial, and industrial) and limit the kinds of uses (housing, shops, factories) that are allowed in each zone.
- "Conditional use permits" give lawmakers the ability to decide what is permitted and what is prohibited in a zone.
- Zoning ordinances are generally used to keep incompatible uses of land apart from one another. And when used in conjunction with conditional use permits, zoning can accomplish results like licensing.

Patterson Zoning Amendment

This policy is not ideal because it does not clarify whether businesses will be grandfathered into this policy

SECTION TWO: § 154-30.A "Permitted principal uses" is hereby AMENDED as follows:

- A. Individual retail stores and personal service establishments not exceeding 20,000 square feet or, buildings or sites which may contain two or more retail or service operations not exceeding 50,000 square feet in total, but excluding the dispensing or sales of tobacco or vape products within the area defined as the Patterson Hamlet. [Amended 8-11-2021 by L.L. No. 2-2021; ___-__-__ by L.L. No. 1-2024]
- A. Individual retail stores and personal service establishments not exceeding 20,000 square feet or, buildings or sites which may contain two or more retail or service operations not exceeding 50,000 square feet in total, but excluding the dispensing or sales of tobacco or vape products along Front Street, or along Route 311 for a distance of 2500 feet from the intersection of Front Street. [Amended 8-11-2021 by L.L. No. 2-2021; ___-__-__ by L.L. No. 1-2024]
- A. Individual retail stores and personal service establishments not exceeding 20,000 square feet or, buildings or sites which may contain two or more retail or service operations not exceeding 50,000 square feet in total excepting that: [Amended 8-11-2021 by L.L. No. 2-2021]
- 1) Stores where 50% or more of their sales are tobacco or vape products or both shall not be permitted in the GB Zoning District. [Added ___-__-__ by L.L. No. ___-2024]

Town of Southeast Zoning Amendment

- Amended their local laws to prohibit “smoke shops”
- Smoke shops are defined as “premises exclusively or primarily dedicated to the sale, distribution, display.... of smoke shop products”
- This policy excludes grocery stores, supermarkets, convenience stores, or any store that sells these products
- While this policy is not illegal, it is not ideal. It fails to establish why smoke shops are more of a threat to public health versus other tobacco retailers. Smoke shops could argue that they are being unfairly targeted since other businesses that sell tobacco products are not being regulated by this law.

Licensing

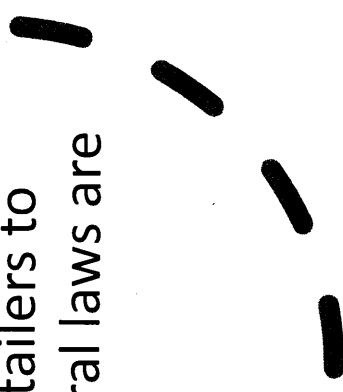
- State and many local governments have the authority to require tobacco retailers to obtain a license from the government.
- Governments can put conditions on the sale of tobacco setting limits on the location, number of store, and products sold
- Retailers who do not comply can face fines and other consequences, including having their “privilege” to sell tobacco suspended or revoked.
- Through a local license, a local government may set consequences for violations of federal, state, or local law by stores in their community
- Licensing fees may be used to fund the implementation and enforcement of a tobacco retail licensing system

Example: City of Newburgh

- In 2015, the city imposed a local licensing requirement for retailers selling cigarettes, cigars, e-cigarettes, and other tobacco-related products.
- Eligibility is determined by City Clerk and violations are enforced by Police Department; Fire Department is permitted to inspect.
- If owners refuse an inspection, the city can get a search warrant.
- It bans tobacco sales within 1,000 feet of a school's property line
- Reduces overall number of outlets by issuing only ONE new license for every two non-renewed or revoked

Example: Ulster County

- In 2015, Ulster County adopted a Local Law that requires all businesses who sell, or who wish to sell, any form of tobacco products to obtain a County license
- No new licenses may be granted to a tobacco retailer located within 1000' of any K-12 school in Ulster County
- In addition to the local law, the county provided training materials to retailers to ensure the local, state, and federal laws are being adhered to



Comprehensive Tobacco Retailer Licensing: Model Policy

Developed by the Public Health Law Center. It contains:

- Definitions
- Sample language
- Public Health Justifications
- Procedure, enforcement, and violation guidance



PUBLIC HEALTH
LAW CENTER
at Mitchell Hamline School of Law

POINT-OF-SALE

April 2023



COMPREHENSIVE TOBACCO RETAILER LICENSING

Model Ordinance



This Comprehensive Tobacco Retailer Licensing Ordinance was prepared to assist New York municipalities and counties interested in establishing or strengthening a local commercial tobacco retailer licensing (“TRL”) program and further regulating the tobacco retail environment.

Communities adopt TRL laws to ensure compliance with local business standards, reduce youth access to tobacco products, limit the negative public health and equity impacts associated with tobacco use, and enforce local, state, and federal tobacco control laws.

How POW'R Can Assist

- Model Policies
- Sample Policies from towns with similar demographics and goals
- Technical assistance
- Connect you with the Public Health Law Center

POW'R

PUTNAM • ORANGE • WESTCHESTER • ROCKLAND

AGAINST TOBACCO

Email: Molly.Franco@dhf.org

Phone: 914-407-2317

#3

**HEALTH, SOCIAL, EDUCATIONAL & ENVIRONMENTAL COMMITTEE MEETING
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Chairwoman Sayegh, Legislators Crowley & Gouldman

Thursday

6:00PM

July 11, 2024

The meeting was called to order at 6:00PM by Chairwoman Sayegh who requested that Legislator Ellner lead in the Pledge of Allegiance. Upon roll call Chairwoman Sayegh was present. Legislator Crowley & Legislator Gouldman were absent. Chairwoman Sayegh stated Legislator Ellner would sit on the Committee.

Item #3 - Acceptance of Minutes – April 17, 2024

The minutes were accepted as submitted.

Item #4 - Approval/Budgetary Amendment 24A063/Social Services/Expenses for Court Ordered Guardianships and Placements in OMH & OPWDD Facilities

DSS Fiscal Manager Kristen Wunner stated there are two (2) individuals who have been placed in Office of Mental Health (OMH) facilities that have been deemed unfit to stand trial and will remain there until deemed fit. She stated the county bears the burden of these expenses. She noted they may need to come before the Legislature again before year-end for more funds. She stated it is expensive, as one facility is approximately \$1,600 per day while the other is approximately, \$1,300 per day.

Legislator Montgomery questioned the names of the facilities.

DSS Fiscal Manager Wunner stated one is Mid-Hudson Psychiatric and the other is in Marcy, New York but she does not know the name.

Legislator Montgomery questioned why Medicaid is not covering this.

DSS Fiscal Manager Wunner stated she is not sure and will look into it.

Legislative Counsel Firriolo stated he believes it is because it has to do with guardianship.

Chairwoman Sayegh made a motion to approve Budgetary Amendment 23A063; Seconded by Legislator Ellner. All in favor.

Item #5 - Other Business – None

Item #6 – Adjournment

There being no further business at 6:04PM, Chairwoman Sayegh made a motion to adjourn; Seconded by Legislator Ellner. All in favor.

Respectfully submitted by Administrative Assistant Ed Gordon.

#4

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
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MEMORANDUM

DATE: August 6, 2024

TO: Kevin Byrne
Putnam County Executive

CC: Sara Servadio
Commissioner of Social Services

FROM: Amy Sayegh *Amy E. Sayegh*
Chairwoman
Health, Social, Educational, & Environmental Committee

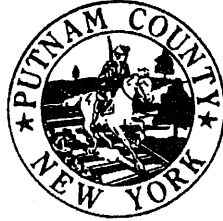
RE: Stabilization Center Update

At the April 17, 2024 meeting of the Health, Social, Educational & Environmental Committee, you and Social Services Commissioner Sara Servadio provided exciting news that the plans for the long awaited Stabilization Center were moving forward.

Respectfully, I request Commissioner Servadio attend the August 20th Health Committee Meeting to provide an update on the Stabilization Center. The meeting will be held at 6:00PM in Room 318 of the County Office Building.

Thank you for your attention to this request.

MICHAEL LEWIS
Commissioner Of Finance



CGA
Health
A+A

SHEILA BARRETT
First Deputy Commissioner of Finance

B...
#5

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 12, 2024

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

2024 AUG 14 AM 11:20
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following 2024 budgetary amendment has been submitted for approval. Please forward to the appropriate committee.

Increase Estimated Revenues:

10431000		MH LGU	
	434983 10206	OASAS Abatement Funds	<u>\$4,300.</u>

Increase Appropriations:

10431000	10206	MH LGU – OASAS Abatement	
	52110	Furniture and Furnishings	\$2,500.
	52130	Computer Equipment	300.
	52180	Other Equipment	<u>1,500.</u>
			<u>\$4,300.</u>

2024 Fiscal Impact -0-
2025 Fiscal Impact -0-

24A076

This amendment is required to purchase items needed by the Co-Response Team's Crisis Intervention Specialist using Opioid Abatement funds.

AUTHORIZATION:

Date Department of Finance/Designee: Initiation by \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 – \$10,000.00

Date Chairperson Audit/Designee: \$0 - \$10,000.00

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

August 12, 2024

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: MH 2024 Budgetary Amendment

Your approval is requested to amend the 2024 MH budget to fund the purchase of office furniture, workstation computer monitors and a safety vest (quotes attached) for the **Crisis Intervention Specialist** as part of the Co-Response Team using Opioid Abatement funds.

Increase Estimated Revenue:

10431000	MH LGU	
434983	OASAS ABATEMENT FUNDS	\$4,300
10206	OASAS ABATEMENT	
	Total Estimated Revenue	\$4,300

Increase Estimated Appropriations:

10431000	MH LGU	
52110	FURNITURE AND FURNISHINGS	\$2,500
52130	COMPUTER EQUIPMENT	\$300
52180	OTHER EQUIPMENT	\$1,500
10206	OASAS ABATEMENT	
	Total Estimated Appropriations	\$4,300
	Fiscal Impact (24)	- 0 -
	Fiscal Impact (25)	- 0 -

The above has been rounded up to account for any increases in between the time a quote was received and approval for spend. Thank you for your time and consideration of this request.

Attachments:

Federal Eastern International Quote 569408
Crisis Intervention Team – Co-Responder Furniture
B&H Photo Quote 1108412066

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau



FEDERAL EASTERN INTERNATIONAL
 135 W ADAMS ST
 JACKSONVILLE, FL 32202
 WWW.FEDEASTINTL.COM

QUOTE
569408

BILL TO: PUTNAM CO SO - NY

 3 COUNTY CENTER
 CARMEL NY 10512

SHIP TO: PUTNAM CO SO - NY
 1ST SGT. T. KEITH
 3 COUNTY CENTER
 ATTN: 1ST SGT. T. KEITH
 CARMEL NY 10512

SALES REP	SALES EMAIL	SALES PHONE
RICH KOSAKOWSKI	RICHK@FEDEASTINTL.COM	518-586-4024

DATE	QUOTE	ACCT	CUSTOMER/PO	TERMS	REP ID	OPERATOR	SHIP VIA
05/30/24	569408	FE1828	CLINICIAN	NET 30	116	KOS	UPS GROUND

UNITS	U/M	DESCRIPTION	DISC	UNIT PRICE	AMOUNT
1	EA	PRICING BASED ON POINT BLANK NYS CONTRACT #PC69427 NO SHIPPING CHARGE PER NYS CONTRACT NASPCWCDBV0J FRK 720, CIIIA-3 BASE & SIDE PANELS BLACK COLOR : BLACK SHERIFF CO-RESPONDER TWO LINES		695.00	695.00
2	EA	NYPLTOMG10X12 10X12 OMEGA PLUS ICW PLATE		289.00	578.00
SUBTOTAL					1,273.00
QUOTE TOTAL					1,273.00
CREDIT CARD SURCHARGE NOTICE: EFFECTIVE 4/1/24, WE WILL START TO IMPOSE A 2.75% SURCHARGE ON CREDIT CARD AND PURCHASING CARD PAYMENTS WHERE APPLICABLE BY LAW AND IS NOT GREATER THAN OUR COST OF ACCEPTANCE. AS AN ALTERNATIVE WE ALSO ACCEPT ACH PAYMENTS ONLINE WITHOUT ANY ASSOCIATED FEES. YOU MAY PAY ONLINE WITH ACH, VISA OR MASTERCARD AT: HTTPS://PORTAL.FEDEASTINTL.COM					
**** CONTINUED ON PAGE 2					



FEDERAL EASTERN INTERNATIONAL
135 W ADAMS ST
JACKSONVILLE, FL 32202
WWW.FEDEASTINTL.COM

QUOTE
569408

BILL TO: PUTNAM CO SO - NY

3 COUNTY CENTER
CARMEL NY 10512

SHIP TO: PUTNAM CO SO - NY
1ST SGT. T. KEITH
3 COUNTY CENTER
ATTN: 1ST SGT. T. KEITH
CARMEL NY 10512

SALES REP	SALES EMAIL	SALES PHONE
RICH KOSAKOWSKI	RICHK@FEDEASTINTL.COM	518-586-4024

DATE	QUOTE	ACCT	CUSTOMER PO	TERMS	REP ID	OPERATOR	SHIP VIA
05/30/24	569408	FE1828	CLINICIAN	NET 30	116	KOS	UPS GROUND

UNITS	U/M	DESCRIPTION	DISC	UNIT PRICE	AMOUNT
		***** QUOTATION ***** ***** PAGE 2 ***** TERMS: PRICES ARE EFFECTIVE FOR 30 DAYS FROM THE DATE OF THIS QUOTE UNLESS OTHERWISE NOTED. ITEMS LISTED ON THIS DOCUMENT MAY REQUIRE A UNITED STATES GOVERNMENT LICENSE FOR EXPORT. EXPORTING CONTROLLED ITEMS WITHOUT A LICENSE IS PROHIBITED BY LAW.			

CRISIS INTERVENTION TEAMS - CO-RESPONDER

	AMAZON	QNTY		TOTAL
DESK CHAIR - GRAY		2	\$179.99	\$359.98
SWIVEL BARREL GUEST CHAIR - 2 PACK DRK GREY		1	\$459.99	\$459.99
	10431000.54640.52110			
	ULINE			
OFFICE DESK 60" X 24" - GRAY		2	\$420.00	\$840.00
MOBILE 3-DRW FILE 16" X 20" X 26' - GRAY		2	\$240.00	\$480.00
	10431000.54640.52110			
	AMAZON			
REFRIG 3.1 CU FT - BLACK		1	\$199.00	\$199.00
	10431000.54640.52170			
			TOTAL	<u>\$2,338.97</u>

10431000.54640.52110 - \$2,139.97

10431000.54640.52170 - \$199.00



Government, Education, and Corporate Department
For Pricing Requests, Purchase Orders, and Customer Service:

800-947-8003 212-239-7503	800-858-5517 212-239-7759	Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federalsales@bhphoto.com State and Local: biddept@bhphoto.com
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The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-075-5071

Prices Are Valid Until: 09/11/24

Quote No.: 1108412066
Reference No.: R201202-OMNIA

Sold To: Alison Melahn
Putnam County
110 Old Route 6
Bldg 2
Attn: Dept Of Social Svcs
CARMEL, NY 10512

Ship To:
Putnam County
110 Old Route 6 Bldg 2
Attn: Alison Melahn
CARMEL, NY 10512

Bill Phone: (845)808-1500 Ext.:45223

(845)808-1500 Ext.:45223

Date	Customer Code	Terms	Salesperson	Ship Via	
08/12/24	70257372	N/A	WB	FDX GROUND	
Line No	Qty	Item Description	SKU# MFR#	Item Price	Amount
1	2	DELL 24" LED LCD MONITOR/REG Instant Savings .35.00 \$35.00 Instant Savings Exp. 09/30/24 This item currently has a price of \$149.00 while supplies last. In Stock - while supplies last.	DEP2422H (P2422H)	139.32	278.64
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>IT/GIS Dept. Reviewed</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p><i>Alison Melahn</i></p> </div>					
<p>Continued on Next Page ...</p>					

BNEL:jsm



Government, Education, and Corporate Department
For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federalsales@bhphoto.com State and Local: biddept@bhphoto.com
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The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 13-0768071

Quote No.: 1108412066

Date	Customer Code	Terms	Salesperson	Ship Via	
	70257372	N/A	Sism	FDX GROUND	
Line No	Qty	Item Description	SKU#	Item Price	Amount
<p>PLEASE NOTE: -----</p> <p>**** Please reference your quote number on all PO's ****</p> <p>**** ALL PRICES ARE LISTED IN USD ****</p>					
Payment Type NA				Sub-Total: 278.64	
				Shipping: Free STND	
				Total: 278.64	

BNE_Quote

MICHAEL LEWIS
Commissioner Of Finance



CALL Health A+A

SHEILA BARRETT
First Deputy Commissioner of Finance

#6

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 7, 2024

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

2024 AUG 14 PM 3:15
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following 2024 budgetary amendment has been submitted for approval.

Increase Appropriations:

22070000	OEOP CAC 1 OCFS TIER 1 GRANT	
52110	Furniture & Furnishings	\$ 2,300
54410	Supplies & Materials	902
54640	Education & Training	2,250
22070000 10221	OEOP CAC1 – MDT-CAC PROGRAM	
54640	Education & Training	\$12,326
54989	Miscellaneous	11,200
22071000	OEOP VICTIM – CRIME VICTIM GRANT	
52110	Furniture & Furnishings	\$ 2,710
52140	Audio Visual Equipment	14,526
54640	Education & Training	13,000
		<u>\$59,214</u>

Decrease Appropriations:

22070000	OEOP CAC 1 OCFS TIER 1 GRANT	
51000 (601302104)	Salary Forensic Interviewer/Comm Out Wrkr	\$ 3,523
58002	FICA	1,929
22700000 10221	OEOP CAC1 – MDT-CAC PROGRAM	
52140	Audio Visual Equipment	\$14,526
54710	Bldg Maint & Repairs	9,000
22071000	OEOP VICTIM – CRIME VICTIM GRANT	
51000 (601302104)	Salary Forensic Interviewer/Comm Out Wrkr	\$25,106
58002	FICA	5,130
		<u>\$59,214</u>

2024 Fiscal Impact -0-
2025 Fiscal Impact -0- **24A075**

Please refer to the attached memorandum from Commissioner Servadio and the detailed analysis from Fiscal Manager Wunner regarding this personnel change.

Authorizations:

Date Department of Finance/Designee: Initiation by \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 – \$10,000.00

Date Chairperson Audit/Designee: \$0 - \$10,000.00

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

August 13, 2024

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2024 Budgetary Amendment

Your approval is requested to amend the 2024 DSS budget to repurpose grant funds previously allocated to the **Forensic Interviewer / Community Outreach Worker** that has been vacant for the majority of 2024. Repurposing these funds will assist in ensuring there is not a decrease in funding for future contract periods. These expenses are funded in accordance with the following contracts awarded to the Child Advocacy Center (CAC):

OCFS C029459, an agreement by the NYS Office of Children and Family Services (OCFS), 10/01/2023-09/30/2024.

OCFS T012874, an agreement by the NYS Office of Children and Family Services (OCFS), CFDA #93.669, 03/01/2024-09/30/2024.

OVS 01-C11348GG-1080200, an agreement by the NYS Office of Victim Services (OVS), CFDA #16.575, 10/01/2023-09/30/2024.

See attached **Child Advocacy Center Grant Adjustments – 23/24 Program Year** for detail and support.

Fiscal Impact (24)	- 0 -
Fiscal Impact (25)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

Child Advocacy Center Grant Adjustments – 23/24 Program Year
Budget Spending Adjustment Justification Narrative – OCFS C029459
Justification / Reason for Request - OCFS T012874
Attachment B-1(A) – Expenditure Based Budget Amendment Summary – OVS 01-C11348GG-1080200

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau

CHILD ADVOCACY CENTER GRANT ADJUSTMENTS - 23/24 PROGRAM YEAR

OCFS TIER 1 GRANT (22070000)
 CONTRACT NUMBER #C029459
 10/01/2023-09/30/2024

	<u>DR (+)</u>	<u>CR (-)</u>
51000 PERSONNEL SERVICES		
601302104 - FORENSIC INTERV / COMM OUT WKR	\$	3,523
58002 SOCIAL SECURITY	\$	1,929
52110 FURNITURE & FURNISHINGS	\$ 2,300	
54410 SUPPLIES AND MAT	\$ 902	
54640 EDUCATION AND TRAINING	\$ 2,250	
	<u>\$ 5,452</u>	<u>\$ 5,452</u>

OCFS SUPPLEMENTAL GRANT (22070000-10221)
 CONTRACT NUMBER #T012874
 03/01/2024-09/30/2024

	<u>DR (+)</u>	<u>CR (-)</u>
52140 AUDIO VISUAL EQUIPMENT		\$ 14,526
54710 BLDG MAINT AND REPAIRS		\$ 9,000
54640 EDUCATION AND TRAINING	\$ 12,326	
54989 MISCELLANEOUS	\$ 11,200	
	<u>\$ 23,526</u>	<u>\$ 23,526</u>

OVS VICTIM ASSISTANCE PROGRAM GRANT (22071000)
 CONTRACT NUMBER #OVS01-C11348GG-1080200
 10/01/2023-09/30/2024

	<u>DR (+)</u>	<u>CR (-)</u>
51000 PERSONNEL SERVICES		
601302104 - FORENSIC INTERV / COMM OUT WKR	\$	25,106
58002 SOCIAL SECURITY	\$	5,130
52110 FURNITURE & FURNISHINGS	\$ 2,710	
52140 AUDIO VISUAL EQUIPMENT	\$ 14,526	
54640 EDUCATION AND TRAINING	\$ 13,000	
	<u>\$ 30,236</u>	<u>\$ 30,236</u>

Budget Spending Adjustment Justification Narrative

Agency Name: CAC of Putnam County

Contract #: C029459

Contract Term: 10/01/2022 – 9/30/2025

Contract Period: 10/01/2023 – 9/30/2024

Request Period from: 07/01 /2024 to: 9/ 30/2024

Adjustment Number: 2

JUSTIFICATION/REASON FOR REQUEST:

Due to a vacancy in our Forensic Interviewer/Outreach Worker position, we are requesting to allocate 5,452.00 to equipment and program supplies. This funding will be used to renew our license to implement the Monique Barr Child Safety Matters curriculum as well as outreach materials. We will also be purchasing a Smart Board to be used in our conference room.

REQUESTED SPENDING ADJUSTMENT Revision + or -:

Personnel: \$80,047 – \$3,523 = \$76,524

- FI/Community Outreach Worker 1 (P) \$1,410 +/- 0 = **\$1,410**
- FI/Community Outreach Worker 2 (P) \$4,539 – 3,523 = **\$1,016**
 - FI/Community Outreach Worker 2 has been vacant since 1/19/2024. We anticipate filling the position by September 1. At that time, we will slightly increase the salary, and the remainder of the personnel salary will be expended based on the month of work for this position.

Fringe: \$44,890 - \$1,929 = **\$42,961**

- Reduced due to reduction in personnel.

Equipment: 0 + 2,300 = 2,300

- Technology & Accessories (P) 0 + 2,300 = 2,300
 - Funds will be used to purchase two storage cabinets for the office.

Supplies: \$3,121 (+ 3,152) = 6,273

- Program Supplies: 2,300 +/- 0 = 2,300
- Printing/Copying and Outreach Supplies: 321 + 3,152 = \$3,473
 - Additional funds will be used to renew the license for the Child Safety Matters Curriculum (2,250) and outreach materials (902.00).

Budget Spending Adjustment Form

Request Date	6/2/2024	Adjustment Number	2
OCFS Contract #	CO29459	Contract Term	10/1/2022-9/30/2025
Agency Name	Putnam County Department of Social Services	Contract Period	10/1/2023-9/30/2024
Agency Contact	Marla Behler	Contact Phone	845-808-1400
OCFS Program Contact	Kathryn Clark	Program Phone	518-402-1369
Effective Date	4/1/2024		

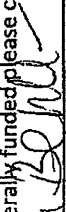

COST CATEGORIES	Approved Budget Amount	Requested Spending Adjustment Revision + or -	Previously Approved Spending Adjustments	Cumulative Spending Adjustments	Revised Total Spending	Variation From Approved Budget (*)
1. Program Staff	80,047.00	(3,523.00)		(3,523.00)	76,524.00	-2.20%
2. Fringe Benefits	44,890.00	(1,929.00)		(1,929.00)	42,961.00	-1.21%
3. Sub-Total of lines (1 + 2)	124,937.00	(5,452.00)		5,452.00	119,485.00	0.00%
4. Consultants/Contractual	22,598.00				22,598.00	0.00%
5. Travel/Per Diem	1,700.00		(50.00)	(50.00)	1,650.00	-0.03%
6. Equipment	-	2,300.00		2,300.00	2,300.00	1.44%
7. Supplies	3,121.00	3,152.00		3,152.00	6,273.00	1.97%
8. Other expenses	7,501.00		50.00	50.00	7,551.00	0.03%
9. Sub-Total (Sum of lines 4 to 9)	34,920.00	5,452.00		5,452.00	40,372.00	3.44%
C. Project Total (Lines 3 & 9)	159,857.00			10,904.00	159,857.00	3.44%

Administrative Expenses: Not to exceed 15% of budget funds if State funded.**

IMPORTANT

- 1) All spending Adjustments must be submitted and approved prior to the effective date. For changes affecting operational adjustments please see paragraph 3 of the guidelines.
 - 2) Written Justification must be attached for all proposed changes. Attach any supporting documentation with the justification. Justification must explain how the proposed change(s) will affect the project, including completion of services or the performance targets and milestones.
 - 3) This form, justification and any additional supporting documentation must be submitted to your OCFS Program Manager for review prior to the requested effective date.
 - 4) This Budget Spending adjustment **IS NOT** approved until reviewed and signed by your OCFS Program Manager and the OCFS Bureau of Contract Management.
- *A Budget Modification is a separate document and requires OSC approval once over-spending of any combination of budget categories exceeds a total of 10% of the contract value for contracts up to \$5 million (or 5% for those over \$5 million).

**5) If you are federally funded, please consult with your OCFS Program Manager to determine if you have a different cap for administrative expenses.

 Vendor Signature
 Vendor Signature
 Date: 7/22/24 Date: 7/25/2024
 Date: 7/23/2024 Date:

Budget Details

Budget/Category	Local Share/Match	OCFS Funds	Total
Personal Services			
Personnel	\$0.00	\$11,200.00	\$11,200.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Sub Total	\$0.00	\$11,200.00	\$11,200.00
Non-Personal Services			
Contractual/Consultant	\$0.00	\$6,469.00	\$6,469.00
Travel/Per Diem	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$3,804.00	\$3,804.00
Other Expenses	\$0.00	\$28,526.00	\$28,526.00
Sub Total	\$0.00	\$38,799.00	\$38,799.00
Grand Total	\$0.00	\$49,999.00	\$49,999.00

JUSTIFICATION/REASON FOR REQUEST:

We are requesting approval to reallocate funds from equipment and Contractual to Other. We were able to secure alternate funding to cover the costs for the forensic interview recording equipment and for a percentage of the painting. These funds will be used to provide staff retention bonuses and to host training to increase our capacity to provide Inspiring Comfort Training.

REQUESTED SPENDING ADJUSTMENT Revision + or -:

Personnel: Staff Retention Bonus: 0 + 11,200 = **11,200**

Funds will be used for staff retention to off-set additional work duties covering for vacancy positions

- Senior Bilingual Victim Advocate: \$2,500
- Office Manager: \$2,500
- Program Director: \$2,500
- DA's Office Investigator (through contract): \$2,500
- Victim Advocate: \$1,200 (reduced amount reflects time out for medical leave)

Fringe: N/A

Contractual Space Cost: Line Item: 15,469.00 (- 9,000) = **6,469**

- Painter: 15,469 (- 9,000) = 6,469 (partial funding from alternate source has been secured).

Equipment: Forensic Interviewing Recoding Equipment: 14,526 (-14,526) = **0**

- *Funding from an alternative source has been secured to cover this expenditure.*

Printing/Copying and Outreach Supplies: 3,804 (+/- 0) = **3,804**

- Screenagers: \$2,700 (to purchase license for film)
- Outreach materials: \$1,104

Other Expenses: 16,200 (~~+ 28,526~~) = **28,526**

12,326

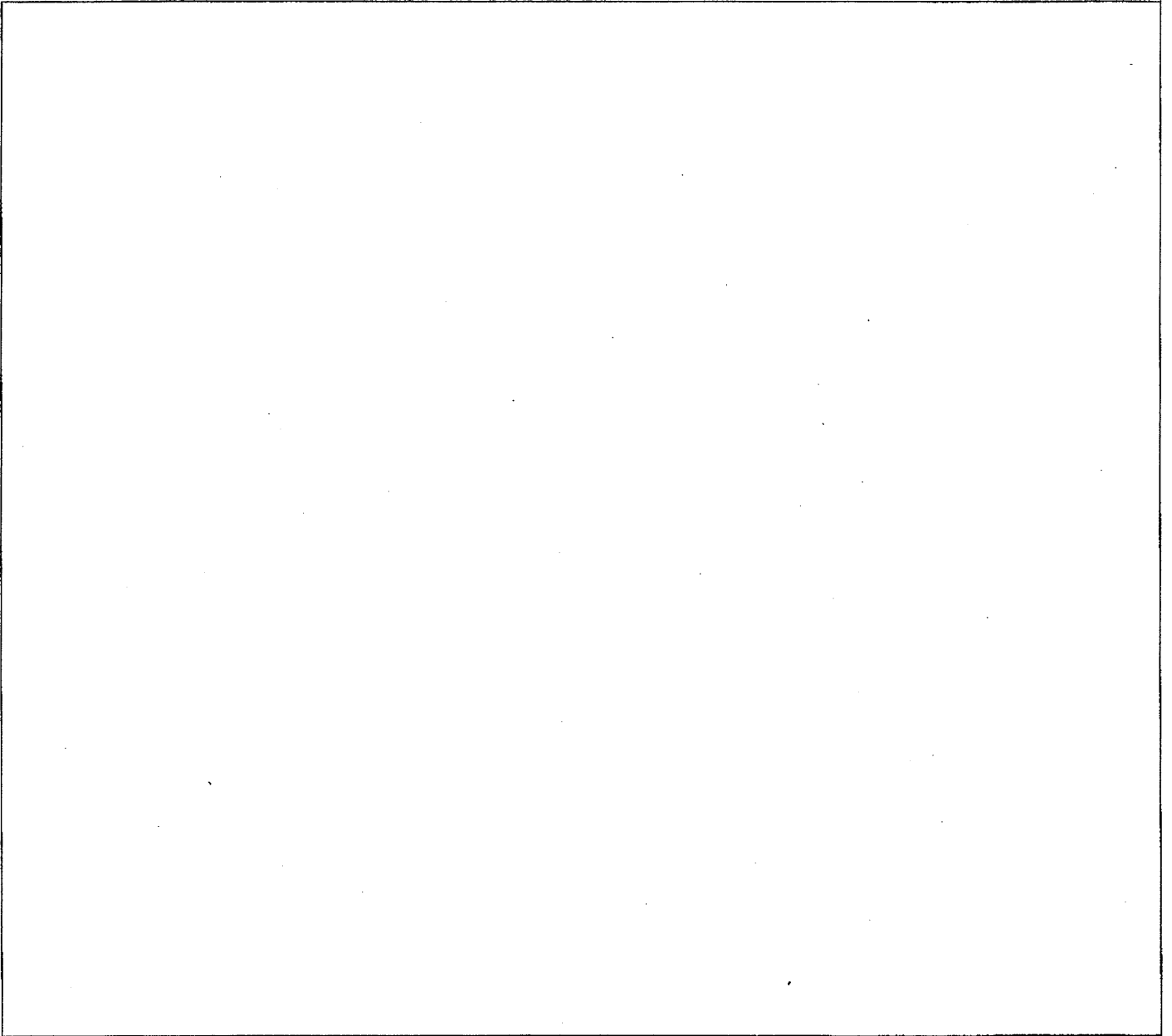
- Training and Staff Development: $16,200 + 12,326 = 28,526$
 - Inspiring Comfort Training: \$12,000
 - Team Retreat: \$4,700
 - Champions for Children Breakfast: \$4,000
 - Modell Consulting (Interviewing children with disabilities training): \$7,500
 - Miscellaneous training: \$326

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
SUMMARY**

PROJECT NAME: FY22 Victim Assistance
 CONTRACTOR NAME: PUTNAM COUNTY OF
 CONTRACT PERIOD NUMBER: 2
 CONTRACT PERIOD: From: 10/01/2023
 To: 09/30/2024

CATEGORY OF EXPENSE	GRANT FUNDS			MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
	CURRENT BUDGET	CHANGE	REVISED BUDGET				
1) Personal Services							
a) SALARY	\$194,099.97	(\$25,105.81)	\$168,994.16	\$87,666.08	52%	\$0.00	\$256,660.24
b) FRINGE	\$45,790.00	(\$5,130.00)	\$40,660.00	\$0.00	0%	\$0.00	\$40,660.00
Subtotal	\$239,889.97	(\$30,235.81)	\$209,654.16	\$87,666.08	42%	\$0.00	\$297,320.24
2) Non Personal Services							
a) CONTRACTUAL	\$132,429.80	\$0.00	\$132,429.80	\$0.00	0%	\$0.00	\$132,429.80
b) TRAVEL	\$12,000.44	\$12,999.56	\$25,000.00	\$0.00	0%	\$0.00	\$25,000.00
c) EQUIPMENT	\$12,657.20	\$17,236.25	\$29,893.45	\$0.00	0%	\$0.00	\$29,893.45
d) SPACE/PROPERTY RENT	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
e) SPACE/PROPERTY OWN	\$9,300.00	\$0.00	\$9,300.00	\$0.00	0%	\$0.00	\$9,300.00
f) UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
g) OPERATING EXPENSES	\$5,759.00	\$0.00	\$5,759.00	\$0.00	0%	\$0.00	\$5,759.00
h) OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
Subtotal	\$172,146.44	\$30,235.81	\$202,382.25	\$0.00	0%	\$0.00	\$202,382.25
Total	\$412,036.41	\$0.00	\$412,036.41	\$87,666.08	21%	\$0.00	\$499,702.49

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
JUSTIFICATION**



**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
PERSONAL SERVICES DETAIL WORKSHEET**

SALARY									
POSITION/TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEKS (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Volunteer (Match 100% - \$13,500)	\$13,500.00	15.00	100.00	12	\$0.00	\$13,500.00	0%	\$0.00	\$13,500.00
2. Senior Bilingual Victim Advocate	\$69,699.00	35.00	100.00	3	\$17,424.75	\$0.00	0%	\$0.00	\$17,424.75
3. Victim Advocate	\$64,575.00	35.00	100.00	3	\$16,143.75	\$0.00	0%	\$0.00	\$16,143.75
4. Forensic Interviewer/Community Outreach Worker	\$56,408.00	35.00	90.00	3	\$12,691.80	\$0.00	0%	\$0.00	\$12,691.80
5. Senior Bilingual Victim Advocate	\$73,184.00	35.00	100.00	9	\$54,888.00	\$0.00	0%	\$0.00	\$54,888.00
6. Victim Advocate	\$66,512.00	35.00	100.00	1	\$5,542.67	\$0.00	0%	\$0.00	\$5,542.67
7. Forensic Interviewer/Community Outreach Worker	\$60,519.00	35.00	90.00	92	\$9,077.85	\$0.00	0%	\$0.00	\$9,077.85
8. Program Director (Match 40% - \$9,279)	\$92,790.00	35.00	40.00	3	\$0.00	\$9,279.00	0%	\$0.00	\$9,279.00
9. Program Director (Match 40% - \$28,672.20)	\$95,574.00	35.00	40.00	9	\$0.00	\$28,672.20	0%	\$0.00	\$28,672.20
10. Office Manager (Match 75% \$8,854.88)	\$47,226.00	30.00	75.00	3	\$0.00	\$8,854.88	0%	\$0.00	\$8,854.88
11. Office Manager (Match 75% - \$27,360)	\$48,640.00	30.00	75.00	9	\$0.00	\$27,360.00	0%	\$0.00	\$27,360.00
12. Victim Advocate	\$69,838.00	35.00	100.00	8	\$46,558.67	\$0.00	0%	\$0.00	\$46,558.67
13. Program Coordinator	\$80,000.00	35.00	100.00	1	\$6,666.67	\$0.00	0%	\$0.00	\$6,666.67
Sub Total					\$168,994.16	\$87,666.08	52%	\$0.00	\$256,660.24
FRINGE									
TYPE/DESCRIPTION									
1. Fringe Benefits for funded staff					\$40,660.00	\$0.00	0%	\$0.00	\$40,660.00
Sub Total					\$40,660.00	\$0.00	0%	\$0.00	\$40,660.00
Personal Services Total					\$209,654.16	\$87,666.08	42%	\$0.00	\$297,320.24

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
PERSONAL SERVICES DETAIL WORKSHEET**

PERSONAL SERVICES NARRATIVE - SALARY

"CAC Senior Bilingual Victim Advocate: Funding requested is for a full-time senior bilingual victim advocate to provide direct services to clients and assist with training and supervision of the victim advocate, student interns and volunteers. Salary is based on position title and grade determined by the Putnam County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Position works a 35-hour work week and 100% of time is dedicated to this contract. CAC Victim Advocate: Funding requested is for full-time victim advocate to provide direct services to clients in addition to receiving regular supervision and skills training. Salary is based on position title and grade determined by the Putnam County Personnel Department. Cost of living increase effective January 1, 2023, is based on county approved budget. Longevity increase based on county contract goes into effect 2/5/2024. Position works a 35-hour work week and 100% of time is dedicated to this project. Forensic Interviewer/Community Outreach Worker: Funding is for a full-time Forensic Interviewer/Community Outreach Worker to coordinate and conduct forensic interviews, facilitate monthly case review meetings with team members, facilitate forensic interviewing peer review meetings, oversee outreach initiatives to educate and identify crime victims. Time will also be dedicated to attending relevant trainings and professional development opportunities and receiving supervision. Salary is determined by Putnam County Personnel Department. Position works a 35-hour work week and 90% of time is dedicated to this contract. 10% will be funded by alternate sources. Volunteer: Volunteers assist with case management which includes providing direct services to clients as well as assisting with community outreach and entering cases in our data base. Volunteer match is based on \$25.00 per hour x 15 hours per week x 44 weeks. Program Director: coordinates direct services and supervises direct service staff and office manager, does budget and amendment negotiation as well as payment work and FMT work, while also providing direct services to clients as needed. Coordinates and participates in multi-disciplinary team and victim service coalitions and crisis response teams. Office Manager: provides direct services as well as supervision to volunteers new direct service staff, while also assisting with collecting and assembling PMT data. Assists with coordination of the multidisciplinary team and attends team meetings. Also attends relevant trainings and professional development, as well as receiving supervision themselves. "

Program Coordinator - to coordinate and conduct forensic interviews where needed facilitate case review meetings with team members, facilitate forensic interviewing peer review, oversee efforts to identify crime victims, as well as coordinate with other service providers and community resources.

PERSONAL SERVICES NARRATIVE - FRINGE

"The fringe benefit rate for this project is currently budgeted based on the projected 2023 - 2024 Putnam County approved fringe benefit rate of 24.06%. Funding is being requested to cover 100 % fringe for the victim advocate, senior bilingual advocate, and 90% for the forensic interviewer/prevention outreach worker assigned to this project. "

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
NON-PERSONAL SERVICES DETAIL WORKSHEET – CONTRACTUAL**

CONTRACTUAL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Putnam Northern Westchester Women's Resource Center	\$132,429.80	\$0.00	0%	\$0.00	\$132,429.80
Total	\$132,429.80	\$0.00	0%	\$0.00	\$132,429.80

CONTRACTUAL NARRATIVE

"CAC will contract with the Putnam/Northern Westchester Women s Resource Center to designate 2 full-time clinicians (1 being bilingual) to the CAC. Responsibilities will include assessing trauma on CAC clients and provide evidence-supported, standardized, trauma-focused mental health services for the child victim. They may also assist with the forensic interviews and will attend monthly case review meetings to provide client updates and education for team members regarding the impact of trauma. Positions will be contracted as: 1 Full Time Clinician: \$53,045 + 22% fringe rate for 12 months = \$64,714.9 x 2. An additional \$1,500 will be awarded to each position to compensate for their additional work covering forensic interviews while that position is vacant.

ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
NON-PERSONAL SERVICES DETAIL WORKSHEET – TRAVEL

TRAVEL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. staff travel, team training and conference attendance	\$25,000.00	\$0.00	0%	\$0.00	\$25,000.00
Total	\$25,000.00	\$0.00	0%	\$0.00	\$25,000.00

TRAVEL NARRATIVE:

"Funds will be used to send project staff to various trainings approved by OVS. Such trainings include the OVS conference, National Children's Advocacy Center trainings, NCA approved Forensic Interview training and other relevant conferences. Funds will also cover mileage reimbursement for required travel to carry out responsibilities related to this project. Budgeted amount is an estimate to support costs associated with attendance at training activities and prior approval will be requested prior to attendance. "

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
NON-PERSONAL SERVICES DETAIL WORKSHEET – EQUIPMENT**

EQUIPMENT TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Furniture	\$9,867.45	\$0.00	0%	\$0.00	\$9,867.45
2. Computer equipment	\$5,500.00	\$0.00	0%	\$0.00	\$5,500.00
3. Forensic Interview Recording Equipment	\$14,526.00	\$0.00	0%	\$0.00	\$14,526.00
Total	\$29,893.45	\$0.00	0%	\$0.00	\$29,893.45

EQUIPMENT NARRATIVE
<p>"Computer equipment for project staff. Budgeted amount will be used to purchase 2 computer monitors and keyboard for program staff, and two new computers, 1 for the waiting area for clients to complete satisfaction surveys and 1 for program staff.</p> <p>Furniture: Funds will be used to purchase furniture for our therapy room, a small table for the outreach worker position and a cabinet for the forensic interview room</p> <p>Funding will be used to purchase new forensic interviewing recording equipment. This equipment is crucial to the performing of forensic interviews, allowing staff to review the experience for details, insight, and recall. Our current system is dated and the audio system continues to fail. Funded amount is based on quote provided by the vendor. Increase funding in furniture will be used to replace broken file cabinets and furniture for our interview room and staff offices.</p>

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
NON-PERSONAL SERVICES DETAIL WORKSHEET – SPACE/PROPERTY OWN**

SPACE/PROPERTY OWN TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Painting	\$9,300.00	\$0.00	0%	\$0.00	\$9,300.00
Total	\$9,300.00	\$0.00	0%	\$0.00	\$9,300.00

SPACE/PROPERTY OWN NARRATIVE

Funding will be used to paint client bathrooms and back entrance to improve the appearance. This is essential as it affects the overall experience of the clients who park in the back lot, and this is often the first point of contact. Poor lighting, a lack of paint, and an overall uninviting atmosphere can trigger negative memories and emotions in clients. Improving the area to make it more welcoming, not only helps children and families feel more comfortable, but can also serve as a symbol of hope and safety, encouraging them to seek out the support they need. The proposed cost for the painting will be prorated based on our current prorating percentage. The balance of the painting will be covered by alternate funding sources.

**ATTACHMENT B-1(A) - EXPENDITURE BASED BUDGET AMENDMENT
NON-PERSONAL SERVICES DETAIL WORKSHEET – OPERATING EXPENSES**

OPERATING EXPENSES TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Office and Program Supplies	\$800.00	\$0.00	0%	\$0.00	\$800.00
2. Cell phones	\$2,180.00	\$0.00	0%	\$0.00	\$2,180.00
3. Vehicle Maintenance	\$2,479.00	\$0.00	0%	\$0.00	\$2,479.00
4. Criminal Background Checks	\$300.00	\$0.00	0%	\$0.00	\$300.00
Total	\$5,759.00	\$0.00	0%	\$0.00	\$5,759.00

OPERATING EXPENSES NARRATIVE

Cell Phones: Cell phones will be provided to the 5 positions proposed in this application (2 victim advocates, 2 mental health providers, forensic interviewer/outreach worker) to carry out their job responsibilities. The budgeted amount is based on current annual county rate of \$436.00 per phone = \$2,180 Office and Program Supplies: (\$800.00) Funds will be used to purchase supplies specific to this project such as pens, paper, printing supplies, therapy supplies, and other items needed to carry out job responsibilities. Budgeted amount is based on funds spent in previous budget year. Vehicle Expenses (\$2,479) Ongoing vehicle expenses include insurance (\$200 per year), maintenance (\$700/vehicle), Gas (\$4.50 gal = \$1,579 per year). Criminal background checks (\$300): expenses related to background checks required of staff