



PERSONNEL COMMITTEE

April 3, 2014 – 11:30 A.M.

Personnel Committee Members

**Ira Steingart, Chair
Kitty Vetter, Vice Chair
Kathy LaBuda
Jonathan Rouis
Cindy Kurpil Gieger**

AGENDA

REPORTS:

1. Human Rights – Monthly Report

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION:

None

RESOLUTIONS:

1. To abolish and create a position in the Treasurer's Office.
2. To abolish and create positions within the Department of Family Services and the District Attorney's Office.

PUBLIC COMMENT:

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Treasurer's Office

Re: Request for Consideration of a Resolution:

Date: March 28, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To Abolish Tax Clerk 1 and create Tax Clerk 2 Position

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes ___ No ___

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes No ___

If "Yes" specify appropriation code(s): A1330-204 Personal Service line

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes ___ No ___

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

_____ *Not Applicable / Rf* _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Jay Jones Date 3/28/14
- B. Management and Budget: Janet Kelly Date 4/2/14
- C. Law Department: S. Young Date 4/2/14
- D. County Manager: John Bond Date 4/2/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO ABOLISH
AND CREATE A POSITION IN THE TREASURER'S OFFICE**

WHEAREAS, the Treasurer has requested that a position within his office be abolished and a new position be created and

WHEAREAS, the new position being created will allow for the continued functionality within the office, and

WHEAREAS, the personnel Officer has determined that the new position complies with Civil Service rules and regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes abolishing position number 2775 Tax Clerk I and creating a new position Tax Clerk II in the Treasurer's Office.

COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO

To: Sullivan County Legislature

Fr: Randy J. Parker, Division of Health and Family Services Commissioner

Re: Request for Consideration of a Resolution:

Date: 3/18/2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize County Manager to enter MOA between DFS & DA

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 376,880.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A601055 10, 80/A601038434308&9 \$199,718

If "No", specify proposed source of funds: Budget Mod from A6119 - \$177,162 of which

Estimated Cost Breakdown by Source: * \$45,518 in additional local share is necessary

County	<u>\$76,917.00</u>	Grant(s)	\$ _____
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State	<u>\$75,855.00</u>	Other	\$ _____
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Federal Government	<u>\$224,108.00</u>	(Specify)	_____
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* additional local share needed may be greater - cannot bill for time ADA is involved in prosecution & only time supervising.

Verified by Budget Office: Janet Myer

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [District Attorney] of
[Sullivan County]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 04/01/2014 To 03/31/2015

Is this a renewal of a prior Contract? Yes ___ No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Renewable to the extent funding remains available and/or LDSS contract required.

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

18 NYCRR Section 348

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Angon Seun Date 4/2/14
- B. Management and Budget: Janet Myer Date 4/2/14
- C. Law Department: S. Yasgur Date 4/2/14
- D. County Manager: John Brown Date 4/2/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: James R. Farrell, District Attorney's Office

Re: Request for Consideration of a Resolution:

Date: 3/29/2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize County Manager to enter MOA between DFS & DA

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 366,973.13

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: DFS contract

Estimated Cost Breakdown by Source:

County	\$ <u>0.00</u>	Grant(s)	\$ _____
State	\$ <u>0.00</u>	Other	\$ <u>366,973.13</u>
Federal Government	\$ <u>0.00</u>	(Specify)	<u>Bill DFS</u>

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [Department of Family Service] of [Sullivan County]

Nature of Other Party to Contract: ·

Other:

Duration of Contract: From 04/01/2014 To 03/31/2015

Is this a renewal of a prior Contract? Yes ___ No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Renewable to the extent funding remains available and/or LDSS contract required.

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

18 NYCRR Section 348

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Not Applicable / Kf

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Judy Jones Date 3/28/14
- B. Management and Budget: Janet Myer Date 4/2/14
- C. Law Department: S. J. Sawyer Date 4/2/14
- D. County Manager: John Brown Date 4/2/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. 82-14 INTRODUCED BY PERSONNEL COMMITTEE TO ABOLISH AND CREATE POSITIONS WITHIN THE DEPARTMENT OF FAMILY SERVICES AND THE DISTRICT ATTORNEY'S OFFICE

WHEREAS, the Sullivan County Legislature created the Fraud Investigative Team in April of 2013 in order to more efficiently prevent and detect fraud in social services and the team has been very successful in detecting and investigating fraud and has generated hundreds of pending investigations and more than one hundred arrests and prosecutions; and

WHEREAS, the volume of active investigations, arrests and prosecutions has resulted in the need for additional staff, including both investigative and prosecution resources, to successfully combat fraud and carry out the legislative intent of the Fraud Investigative Team; and

WHEREAS, pursuant to Resolution No. 82-14 the Sullivan County Legislature authorizes the County Manager to enter into a Memorandum of Agreement between the Sullivan County Department of Family Services and the Sullivan County District Attorney's Office, as well as the transfer of the Director of Fraud, the creation of (3) District Attorney Investigators, and (1) Assistant District Attorney.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation and abolishment of the following positions within the Department of Family Services and the District Attorney's Office, the setting of salaries, and the authorization to fill the four created positions:

Create:

<u>Department</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
A1165	District Attorney Investigator	\$70,000	4/24/2014
A1165	District Attorney Investigator	up to \$65,000	4/24/2014
A1165	District Attorney Investigator	\$50,000	4/24/2014
A1165	District Attorney Investigator	\$50,000	4/24/2014
A1165	Assistant District Attorney 8	\$65,000	4/24/2014

Abolish:

<u>Department</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
A6010-55	Director of Fraud Investigations	\$70,000	4/24/2014

BE IT FURTHER RESOLVED, should federal or state reimbursement for the additional positions (2 investigators and 1 ADA FIT and 1 investigator FVRT) approved herein be modified or changed, such that the County share of the employment costs associated therewith affects the cost-effectiveness of such positions, the authority granted herein for the creation of the additional positions may be reviewed and, if necessary, amended or abridged by the County Legislature.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.