



PERSONNEL COMMITTEE

September 4, 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.

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Joshua Potosek, County Manager

Re: Request for Consideration of a Resolution: To abolish and create a position

Date: September 4, 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.]

Abolish a Senior Buyer position at the Adult Care Center and create a Buyer position in the Department of Purchasing.

Is subject of Resolution mandated? Explain:

No.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 14,085.00

remainder of 2014 / 2015 \$57,254 > total cost salary + benefit includes family coverage

Are funds already budgeted? Yes No

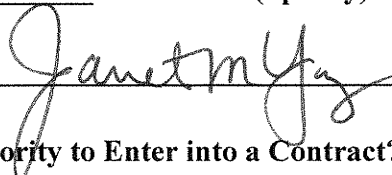
If "Yes" specify appropriation code(s): Budget Modification Required

If "No", specify proposed source of funds: EI6020-80-10-1011, 80-8001,2,5,6,7

Estimated Cost Breakdown by Source:

County	\$ <u>14,085.00</u>	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.)

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Cyrus Seuss Date 9/3/14
- B. Management and Budget: Janet Myer Date 9/3/14
- C. Law Department: Thomas Cowley Date 9/3/14
- D. County Manager: John Bond Date 9/3/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO
ABOLISH AND CREATE A POSITION**

WHEREAS, there is a need to create a full-time Buyer position within the Department of Purchasing, and

WHEREAS, there is currently a vacant Senior Buyer position at the Sullivan County Adult Care Center, and

WHEREAS, the abolishment of the Senior Buyer position and creation of the Buyer position would result in a net reduction of County costs and place County resources where they are currently most needed.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation and filling of a full time Buyer position (Teamsters Grade VI) within the Department of Purchasing and the abolishment of the Senior Buyer position (position # 393, Teamsters Grade VII) in the Adult Care Center; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the following budget modifications:

Increase Appropriations		Decrease Appropriations	
A1345-10-1011	\$7,378	EI6020-80-10-1011	(\$7,378)
A1345-80-8001	\$564	EI6020-80-80-8001	(\$564)
A1345-80-8002	\$4,628	EI6020-80-80-8002	(\$4,628)
A1345-80-8005	\$1,033	EI6020-80-80-8005	(\$1,033)
A1345-80-8006	\$369	EI6020-80-80-8006	(\$369)
A1345-80-8007	\$113	EI6020-80-80-8007	(\$113)
		EI6020-81-R5031-R209	(\$14,085)
		A9901-90-9003	(\$14,085)

**Moved by
Seconded by
and declared duly adopted on motion**