



PERSONNEL COMMITTEE

November 5, 2015 – 12:15 P.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:

1. To create a Cook position and abolish a Food Service Helper at the Sullivan County Jail.
2. To amend Resolution No. 357-15.
3. To amend Resolution No. 354-15.
4. To reclassify a Position in the Department of Purchasing and Central Services.
5. To create the position of Law Intern in the Sullivan County District Attorney's Office and set the salary of that position.

RESOLUTIONS: None

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Michael Schiff, Sullivan County Sheriff

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

Date: November 5, 2015

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 create a Cook position and abolish a Food Service Helper at the Sullivan
County Jail

Is subject of Resolution mandated? Explain:

N/A

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 62,245.01

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A3150-10-1011 & A3150-10-1012

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

Estimated Cost Breakdown by Source:

County	\$ <u>62,245.01</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 and 3.

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 Af

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

Pre-Legislative Approvals:

A. Director of Purchasing: Kathy Jones Date 11/2/15

B. Management and Budget: Janet Myg Date 11/4/15

C. Law Department: Thomas J. Cowley Date 11/4/15

D. County Manager: _____ Date _____

E. Other as Required: [Signature] Date 11/4/15

Vetted in Personnel Committee Committee on 11/05/2015

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE A
COOK POSITION AND ABOLISH A FOOD SERVICE HELPER AT THE SULLIVAN
COUNTY JAIL**

WHEREAS, the Sullivan County Jail currently only has one Cook position and there is a need to have an additional Cook position;

WHEREAS, the Sullivan County Sheriff wishes to create one Cook position and abolish one Food Service Helper position (No. 1087);

WHEREAS, the creation of this position will better serve the needs of the Sullivan County Jail and reduce the overtime costs associated with having only one Cook position.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates a new position of Cook and abolishes the Food Service Helper position (No. 1087).

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

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

To: Sullivan County Legislature

Fr: Jeffrey Mulinelli, Director of Probation II

Re: Request for Consideration of a Resolution: Amend Resolution No. 357-15

Date: 09/30/15

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.]

Amend Resolution No. 357-15 to reflect the correct effective date of the reclassification of position #956 to Senior Probation Officer. The effective date shall be April 28, 2015.

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: \$ 1,698.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-3140-18

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

Estimated Cost Breakdown by Source:

County	\$ <u>1,494.00</u>	Grant(s)	\$ _____
--------	--------------------	----------	----------

State	\$ <u>204.00</u>	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

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

Pre-Legislative Approvals:

- A. Director of Purchasing: *Nancy Jones* Date *11/2/15*
B. Management and Budget: *Janet Myg* Date *11/4/15*
C. Law Department: *Thomas J. Cowley* Date *11/4/15*
D. County Manager: _____ Date _____
E. Other as Required: *[Signature]* Date *11/4/15*

Vetted in _____ Committee on _____

**RESOLUTION NO. _____ INTRODUCED BY THE PERSONNEL COMMITTEE TO
AMEND RESOLUTION 357-15**

WHEREAS, Resolution 357-15 was adopted to reclassify Position #956 in the Probation Department from Probation Officer to Senior Probation Officer; and

WHEREAS, Resolution 357-15 failed to reflect the correct effective date of the reclassification; and

WHEREAS, the intent of Resolution 357-15 was to retroactively set the reclassification effective April 28, 2015; and

NOW, THEREFORE, BE IT RESOLVED, that Resolution 357-15 is hereby amended to reflect that the reclassification for the Senior Probation Officer shall be effective April 28, 2015.

Moved by
Seconded by
Adopted on motion

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

To: Sullivan County Legislature

Fr: Nancy McGraw, Public Health Director

Re: Request for Consideration of a Resolution: To reclassify a position retroactively

Date: October 30, 2015

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.]

Account Clerk position (#4082.976) was originally reclassified to Senior Account Clerk in the WIC Program as of 10-1-15 to reflect accurately reflect the duties of this position. We're requesting that this reclassification be retroactive to the correct effective date of this upgrade (4/23/15). (Note: 2015 wage and benefit information noted below covers the period 4/23/15 - 9/30/15.)

Is subject of Resolution mandated? Explain:

N/A

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 18,828.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A4082-10-1011;A4082-80-8001 to 8007

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

Estimated Cost Breakdown by Source:

County	\$ <u>0.00</u>	Grant(s)	\$ _____
State	\$ <u>3,250.00</u>	Other	\$ _____
Federal Government	\$ <u>15,578.00</u>	(Specify)	_____

Verified by Budget Office: 

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

If "Yes", provide information requested on Pages 2 and 3.

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

Person(s) responsible for monitoring contract (Title): Public Health Director

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 11/2/15
- B. Management and Budget: [Signature] Date 11/4/15
- C. Law Department: [Signature] Date 11/4/15
- D. County Manager: _____ Date _____
- E. Other as Required: [Signature] Date 11/4/15

Vetted in _____ Committee on _____

**RESOLUTION NO. _____ INTRODUCED BY THE PERSONNEL COMMITTEE TO
AMEND RESOLUTION 354-15**

WHEREAS, Resolution 354-15 was adopted to reclassify Position #976 in Public Health Services from Account Clerk to Senior Account Clerk; and

WHEREAS, Resolution 354-15 failed to reflect the correct effective date of the reclassification; and

WHEREAS, the intent of Resolution 354-15 was to retroactively set the reclassification effective April 23, 2015; and

NOW, THEREFORE, BE IT RESOLVED, that Resolution 354-15 is hereby amended to reflect that the reclassification for the Senior Account Clerk Position #976 shall be effective April 23, 2015.

Moved by
Seconded by
Adopted on motion

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

To: Sullivan County Legislature

Fr: Purchasing and Central Services for Personnel Committee

Re: Request for Consideration of a Resolution: Reclassify Position

Date: November 5, 2015

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.]

Relclassification of title from Buyer to Purchasing Coordinator to better meet the needs of the Purchasing and Central Services Department.

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: \$ 3,238.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1345 Due to vacancy

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

Estimated Cost Breakdown by Source:

County	\$ <u>3,238.00</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.

Pre-Legislative Approvals:

A. Director of Purchasing: *[Signature]* Date 11/2/15

B. Management and Budget: *[Signature]* Date 11/4/15

C. Law Department: *[Signature]* Date 11/4/15

D. County Manager: _____ Date _____

E. Other as Required: *[Signature]* Date 11/4/15

Vetted in Personnel Committee Committee on _____

RESOLUTION NO _____ INTRODUCED BY PERSONNEL COMMITTEE TO RECLASSIFY A POSITION IN THE DEPARTMENT OF PURCHASING AND CENTRAL SERVICES

WHEREAS, there is currently a vacant position (Position No. 2982) designated as Buyer in the Department of Purchasing and Central Services; and

WHEREAS, there is a need for an additional Purchasing Coordinator; and

WHEREAS, the Director of Purchasing and Central Services feels that the title should be reclassified to Purchasing Coordinator, which will better meet the needs of the Department of Purchasing and Central Services.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position 2982 in the Department of Purchasing and Central Services from Buyer to Purchasing Coordinator and authorizes the position to be filled effective immediately.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

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

To: Sullivan County Legislature

Fr: James Farrell, DA

Re: Request for Consideration of a Resolution:

Date: 10/30/15

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.]

Create the position of law intern in the DA's office for those hired after graduation from law school but prior to bar admission. The incumbent will be paid the lower salary associated with the law intern position until bar admission and then assume the position of ADA 7 and the higher rate of pay as a fully admitted attorney and ADA

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: \$ 40,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): ADA 7 position budgeted (#2189) - Vacant

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

Estimated Cost Breakdown by Source:

County	\$ <u>40,000.00</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.)

_____ *Not Applicable* _____

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

Pre-Legislative Approvals:

- A. Director of Purchasing: *Kristy Jones* Date 11/2/15
- B. Management and Budget: *Jenamy* Date 11/4/15
- C. Law Department: *Thomas J. Cowley* Date 11/4/15
- D. County Manager: _____ Date _____
- E. Other as Required: *[Signature]* Date 11/4/15

Vetted in _____ Committee on _____

