

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

**To:** Sullivan County Legislature

**Fr:** Joseph Todora, Commissioner  
Shennoy Wellington, Administrator ACC

**Re:** Request for Consideration of a Resolution: To create a temporary part time  
Marketing/Outreach Coordinator

**Date:** 5/2/2017

**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.]

The position of Marketing/ Outreach Coordinator (MOC) will become vacant by the retirement of an employee on May 26, 2017. Thre MCO handles all admission and all marketing for the Adult Care Center, which is vital in order for the facility to maintain bed census and bring in revenue.

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**Is subject of Resolution mandated? Explain:**

No

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**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ 30,000.00

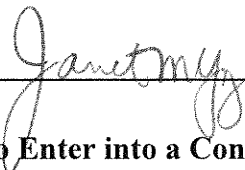
Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): E6020-71-10-1011/6502-200

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.)

\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Alyson Lewis Date 5/2/17
- B. Management and Budget: Jane My Date 5/3/17
- C. Law Department: [Signature] Date 5/2/17
- D. County Manager: [Signature] Date 5/3/17
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE ONE (1) TEMPORARY PART-TIME MARKETING OUTREACH COORDINATOR AT THE SULLIVAN COUNTY ADULT CARE CENTER**

**WHEREAS**, the Administrator of the Sullivan County Adult Care Center has requested that one (1) temporary Marketing Outreach Coordinator be created at the Sullivan County Adult Care Center; and

**WHEREAS**, the Sullivan County Adult Care Center Marketing Outreach Coordinator handles all admission and all marketing for the Adult Care Center; and

**WHEREAS**, the Marketing Outreach Coordinator position is a vital component for the facility to admit new and returning residents in order to maintain bed census which is directly linked to facility revenue; and

**WHEREAS**, the position will become vacant by the retirement of an employee on May 26, 2017; and

**WHEREAS**, this position is a competitive class position and it will take time to recruit a replacement, and such vacancy will significantly impact the Adult Care Center's ability to respond to admission referrals timely, admit residents, and maintain facility bed census; and

**WHEREAS**, the retiree has agreed to work on a temporary basis until the position is filled.

**NOW, THEREFORE, BE IT RESOLVED**, that the Human Resources Director/Personnel Officer is hereby authorized to create a temporary Marketing Outreach Coordinator position and the Administrator is authorized to fill the said position until a new fulltime permanent Marketing Outreach Coordinator is hired or December 31, 2017, whichever comes first; and

**BE IT FURTHER RESOLVED**, that the salary for the temporary Marketing Outreach Coordinator shall be set at \$31.25/per hour for up to 28 hours per week at a total cost not to exceed \$30,000.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017.