



PERSONNEL COMMITTEE

June 1, 2017 – 12:00 P.M.

Personnel Committee Members

**Nadia Rajs, Chair
Scott Samuelson, Vice Chair
Alan Sorensen
Ira Steingart
Catherine Owens**

AGENDA

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION: None

RESOLUTIONS:

1. To reclassify positions in the Office of Sustainable Energy.
2. To create one (1) Part-Time Museum Attendant position in the Sullivan County Department of Parks, Recreation and Beautification.
3. To reallocate positions on the Teamster's Salary Schedule in the Division of Planning and Environmental Management.
4. To reclassify an Account Clerk/Database position to a Senior Account Clerk/Database Position in the Department of Family Services.
5. To create a Deputy Director of Human Resources in the Department of Human Resources.

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Heather Brown, Sustainability Coordinator

Re: Request for Consideration of a Resolution: Reclassify positions to Regular Part Time

Date: June 1, 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.]

To reclassify 2 part time Sustainability Analyst positions to Regular Part Time in the Office of Sustainable Energy. A significant part of OSE's responsibilities is to perform outreach efforts and to provide assistance to municipalities and communities in achieving their goals as they relate to OSE's mission. We have had requests from 5 municipalities to date and an expression of interest from others. Additional hours are needed to respond to these requests.

Is subject of Resolution mandated? Explain:

No, however the additional hours are required to adequately respond to communities' requests for assistance as per OSE's mission.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 6,648.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: Budget Mod

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. Director of Purchasing: ^{Assistant} Amerson Lewis Date 5/30/17
- B. Management and Budget: Janet My Date 5/30/17
- C. Law Department: [Signature] Date 5/30/17
- D. County Manager: [Signature] Date 5/30/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO RECLASSIFY POSITIONS IN THE OFFICE OF SUSTAINABLE ENERGY

WHEREAS, the Sullivan County Office of Sustainable Energy has been successful in its municipal and community outreach efforts as multiple municipalities have requested assistance with various initiatives; and

WHEREAS, there is a need to reclassify the two existing part time Sustainability Analyst positions to two regular part time Sustainability Analyst positions to maintain the daily responsibilities of the Office of Sustainable Energy as well as to respond to the requests for assistance.

NOW, THEREFORE, BE IT RESOLVED the two part time Sustainability Analyst positions in the Office of Sustainable Energy are reclassified to two regular part time Sustainability Analyst positions in accordance with the Teamsters Salary schedule Grade XI.

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

To: Sullivan County Legislature

Fr: Brian Scardefield, Director of Parks, Recreation, and Beautification

Re: Request for Consideration of a Resolution: Create a part-time position.

Date: May 23, 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.]

There is a need to hire another part-time employee to cover the Sunday shift and any others that may require coverage at the Sullivan County Museum. The current part-time employee can no longer work Sundays. The Sullivan County Museum requires a Museum Attendant be present during the hours that the County Museum is open to ensure the security of the facility and enhance the customers experience.

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: \$2,100.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A 7450.202

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

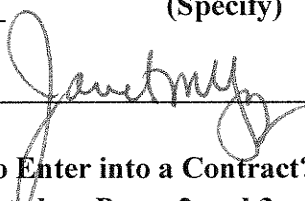
Estimated Cost Breakdown by Source:

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

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

Pre-Legislative Approvals:

- A. Director of Purchasing: ^{Assistant} Anson Lewis Date 5/30/17
- B. Management and Budget: Jamie Myer Date 5/30/17
- C. Law Department: [Signature] Date 5/30/17
- D. County Manager: [Signature] Date 5/30/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO CREATE ONE (1) PART-TIME MUSEUM ATTENDANT POSITION IN THE SULLIVAN COUNTY DEPARTMENT OF PARKS, RECREATION AND BEAUTIFICATION

WHEREAS, the Sullivan County Museum requires a Museum Attendant be present during the hours that the County Museum is open to ensure the security of the facility and enhance the customer's experience; and

WHEREAS, the part-time employee who normally works at the Sullivan County Museum on Sundays is no longer available to work on Sundays; and

WHEREAS, there is a need to hire another part-time employee to cover the Sunday shift and any others that may require coverage at the Sullivan County Museum; and

WHEREAS, the Director of Parks, Recreation and Beautification has requested that one (1) part-time Museum Attendant position be created in the Department of Parks, Recreation and Beautification to allow for full coverage during the hours of operation of the County Museum.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature creates a one (1) new part-time Museum Attendant position in the Department of Parks, Recreation and Beautification and authorizes the Director of Parks, Recreation and Beautification to fill said new position effective immediately; and

BE IT FURTHER RESOLVED, that the salary for the part-time Museum Attendant shall be set at \$9.70/hour.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Freda Eisenberg

Re: Request for Consideration of a Resolution: Reallocate positions in Planning

Date: June 1, 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.]

TO REALLOCATE POSITIONS ON THE TEAMSTER'S SALARY SCHEDULE IN THE
DIVISION OF PLANNING AND ENVIRONMENTAL MANAGEMENT

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: \$ 2,081.00

Are funds already budgeted? Yes No

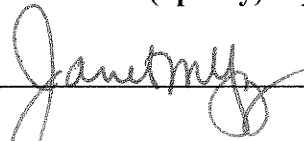
If "Yes" specify appropriation code(s): A820-90-10-1011 (a savings of \$15,193)

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

Estimated Cost Breakdown by Source:

County	\$ <u>2,081.00</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. ^{Assistant} Director of Purchasing: Auson Lewis Date 5/30/17
- B. Management and Budget: [Signature] Date 5/30/17
- C. Law Department: [Signature] Date 5/30/17
- D. County Manager: [Signature] Date 5/30/17
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 05/26/2017

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO REALLOCATE POSITIONS ON THE TEAMSTER'S SALARY SCHEDULE IN THE DIVISION OF PLANNING AND ENVIRONMENTAL MANAGEMENT

WHEREAS, the County of Sullivan ("County") and the Teamsters Local 445, International Brotherhood of Teamsters ("Teamsters" or "Union"), are parties to a Collective Bargaining Agreement ("Agreement") for the term January 1, 2013 through December 31, 2017; and

WHEREAS, the Commissioner of the Division of Planning and Environmental Management has had a difficult time attracting and retaining qualified applicants to perform the planning functions in the Division; and

WHEREAS, Section 307 of the Agreement provides a mechanism for the County and Teamsters to meet in a Labor/Management setting for the purpose of discussing and agreeing to the reallocation of positions on the negotiated salary schedule; and

WHEREAS, the pursuant to Section 307 of the Agreement, the County and Teamsters have met in a Labor/Management setting and have come to an agreement in the hopes of attracting and retaining qualified applicants to the Division of Planning and Environmental Management.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reallocation of the positions of Planner and Community Development and Grants Planner from a Grade XI to Grade XII effective immediately.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Joseph A. Todora, Commissioner DHFS

Re: Request for Consideration of a Resolution: Reclassify Account Clerk/Database to Senior Account Clerk/Database in DFS

Date: June 1, 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.]

Reclassify an Account Clerk/Database position in the Services Unit of DFS to a Senior Account Clerk/Database

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: \$ 61,383.00

Are funds already budgeted? Yes No

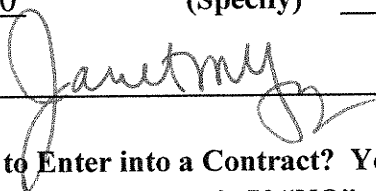
If "Yes" specify appropriation code(s): 6010-50-10-1011/8000's

If "No", specify proposed source of funds: Funded by existing vacancies. Will be moved into

Estimated Cost Breakdown by Source: 6010-57 (Services)

County	\$ <u>11,049.00</u>	Grant(s)	\$ _____
State	\$ <u>15,346.00</u>	Other	\$ _____
Federal Government	\$ <u>34,988.00</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. 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): _____

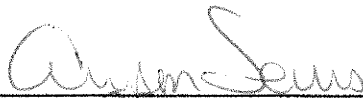
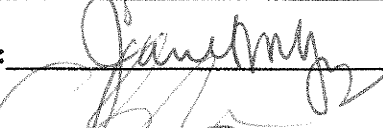



Efforts made to find Less Costly alternative:

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. ^{Assistant} Director of Purchasing:  Date 5/16/17
- B. Management and Budget:  Date 5/30/17
- C. Law Department:  Date 5/16/17
- D. County Manager:  Date 5/30/17
- E. Commissioner:  Date 5/15/17

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE
TO RECLASSIFY AN ACCOUNT CLERK/DATABASE POSITION TO A SENIOR
ACCOUNT CLERK/DATABASE POSITION IN THE DEPARTMENT OF FAMILY
SERVICES**

WHEREAS, the Services Unit provides FosterCare, Preventive, Child Protective and Adult Protective Services to residents of Sullivan County; and

WHEREAS, there is a need for a Senior Account Clerk/Datatbase position in the Services Unit; and

WHEREAS, a Senior Account Clerk/Database position will ensure that foster parents and vendors are paid by opening cases, correcting errors, writing pay-lines and doing data entry in a timely manner while maintaining a variety of databases that track the day-to-day operations of Services unit; and

WHEREAS, the Senior Account Clerk/Database will work closely with Caseworkers and Social Welfare Examiners in compiling the necessary documentation to determine eligibility for Federal and State reimbursements.

NOW, THEREFORE, BE IT RESOLVED, that the Account Clerk/Database position, Budget Position#2901 be reclassified to a Senior Account Clerk/Database position.

Moved by _____,

Seconded by _____,

And adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Lynda Levine, Director of Human Resources/Personnel Officer

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

Date: June 1, 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.]

TO CREATE A DEPUTY DIRECTOR OF HUMAN RESOURCES IN THE
DEPARTMENT OF HUMAN RESOURCES

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: \$ 53,075.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: Budget Mod

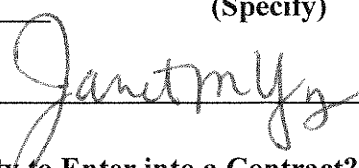
Estimated Cost Breakdown by Source:

County	\$ <u>53,075.00</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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: ^{Assistant} Amyson Lewis Date 5/30/17
- B. Management and Budget: [Signature] Date 5/30/17
- C. Law Department: [Signature] Date 5/31/17
- D. County Manager: [Signature] Date 5/31/17
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 05/30/2017

RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO CREATE A DEPUTY DIRECTOR OF HUMAN RESOURCES IN THE DEPARTMENT OF HUMAN RESOURCES

WHEREAS, the Department of Human Resources handles all Civil Service Administration for all civil divisions within the Sullivan County’s jurisdiction, as well as, providing all human resource support, including, but not limited to: contract negotiation; interpretation of CBA’s and laws, rules and regulations affecting labor and employment for all divisions and departments; internal investigations; orientation; training; recruitment; retention and succession; etc.; and

WHEREAS, as a result of changes in State and Federal laws pertaining to labor and employment; updates to County policies and procedures; impending collective bargaining negotiations; and an increase in internal investigations, there is a need to create a high level position to assist the Director of Human Resources/Personnel Officer in addressing issues in a timely manner; and

WHEREAS, the Director of Human Resources/Personnel Office has requested the creation of the position of Deputy Director of Human Resources to assist the Director of Human Resources/Personnel Officer with all of the aforementioned responsibilities of the Department.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates a new position of Deputy Director of Human Resources in the Sullivan County Department of Human Resources and the Director of Human Resources/Personnel Office is hereby authorized to fill this position effective immediately; and

BE IT FURTHER RESOLVED, the Sullivan County Legislature hereby sets the salary of the position of Deputy Director of Human Resources at \$70,000.00 per year.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.