



PERSONNEL COMMITTEE

November 2, 2017 – 12:00 P.M.

Personnel Committee Members

**Nadia Rajsz, 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 abolish position No. 1776 and create a Leisure Time Activity Aid Position.

PUBLIC COMMENT:

Resolution No. _____

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO ABOLISH POSITION NO. 1776 AND CREATE A LEISURE TIME ACTIVITY AID POSITION.

WHEREAS, the Adult Care Center is required to provide a quality Activities program to the residents of the Adult Care Center; and

WHEREAS, the Activities department has historically been understaffed, and

WHEREAS, the Watchperson position No. 1776 has been vacant for a number of years.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to abolish position number 1776, Watchperson and create a new Leisure Time Activity Aid.

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 Todora, Commissioner
Frank Murphy, ACC Administrator

Re: Request for Consideration of a Resolution: To abolish a Watchperson position and Create a Leisure Time Activity Aid

Date: 10/20/2017

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 Adult Care Center Activities Department has been historically understaffed and the Watchperson position (position #1776) has been vacant for multiple years. This change would increase the ACC budget for 2017 by \$614.

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: \$ 57,107.00

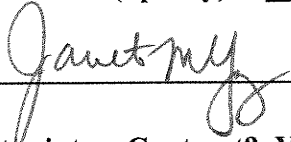
Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): EI-6020-77-10-1011

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

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>57,107.00</u>
Federal Government	\$ _____	(Specify)	<u>Medicaid/Medicare Revenue</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 [_____] of
[Staffing _____]

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): Laura Quick, FAO

Pre-Legislative Approvals:

A. Director of Purchasing: Amyson Lewis Date 10/26/17

B. Management and Budget: [Signature] Date 10/31/17

C. Law Department: [Signature] Date 10/26/17

D. County Manager: [Signature] Date 10/31/17

E. Commissioner: [Signature] Date 10/25/17

Vetted in _____ Committee on _____