

1:50PM CDBG Public Hearing



AGENDA

Legislative Monthly Meeting for July 16, 2015 at 2:00PM

Call to Order

Pledge of Allegiance

Roll Call of Legislators

Communications

Presentation:

Beauty Pageant Presentation

Public Comment

Resolutions:

1. Authorize a Public Hearing for 10/21/15 at 9:30AM for the Sullivan County Annual Implementation Plan
2. Waive the residency requirements for six months for the Deputy Commissioner (Moon) position within the Department of Family Services
3. Reclassify a position (Accounts Payable Coordinator) in the Office of Audit and Control
4. Reclassify a position (Senior Audit Clerk) in the Office of Audit and Control
5. Transfer a Principal Account Clerk from DFS to Office of Audit and Control
6. Create various positions in the Department of Family Services
7. Amend Resolution No. 43-15 authorizing the acceptance of an Aviation Capital Grant Offer from the NYSDOT for the SCIA design and construction of a Corporate Bulk Hangar
8. Adopt an amended policy for Acceptable Public Use of Wireless Internet with all county facilities
9. Authorize acceptance of funding from Beaverkill Foundation, Inc to assist the Adult Care Center with the music and memory program
10. Authorize the County Manager to sign the Office for the Aging Annual Implementation Plan

Recognition of Legislators

Announcements from Chair

Adjournment or Close

Resolution No.

RESOLUTION INTRODUCED BY HEALTH & FAMILY SERVICES COMMITTEE TO AUTHORIZE A PUBLIC HEARING FOR THE SULLIVAN COUNTY ANNUAL IMPLEMENTATION PLAN

WHEREAS, the Sullivan County Office for the Aging is preparing a County Annual Plan for services to the 60+ population of the county, provided through the Older Americans Act and the New York State Community Services for the Elderly Program; and

WHEREAS, State and Federal guidelines require that a public hearing be held concerning this plan so that all interested parties can be heard.

NOW, THEREFORE, BE IT RESOLVED, that one public hearing is scheduled as follows, and that a notice of said public hearing to be published in the official newspapers of the County:

Monticello	10/21/15	Monticello Neighborhood Facility Monticello, NY	9:30 AM-12:00PM
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Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

**RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO
WAIVE THE RESIDENCY REQUIREMENT FOR SIX MONTHS FOR THE DEPUTY
COMMISSIONER POSITION WITHIN THE DEPARTMENT OF FAMILY SERVICES**

WHEREAS, the Deputy Commissioner of the Department of Family Services position was difficult to fill with a qualified County resident; and

WHEREAS, the Acting Commissioner of the Division of Health and Family Services has stated that Deputy Commissioner William R. Moon has stated that complying with the residency requirement will place an undue hardship upon him; and

WHEREAS, the Acting Commissioner of the Division of Health and Family Services has requested that the Legislature waive the residency requirement for a six (6) month time frame as it pertains to William R. Moon for the position of Deputy Commissioner of the Department of Family Services; and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby waives said position of Deputy Commissioner from the residency requirement policy for six (6) months, specific to William R. Moon.

Moved by:

Seconded by:

and declared duly adopted on motion:

**RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO
RECLASSIFY A POSITION IN THE OFFICE OF AUDIT AND CONTROL**

WHEREAS, a Quality Control function within the Office of Audit and Control has been recommended by The Bonadio Group; and

WHEREAS, to implement that recommendation it will require restructuring of staff under that office as well as create an audit function that will be housed within the Department of Family Services; and

WHEREAS, there is a need to reclassify the Principal Audit Clerk position to an Accounts Payable Coordinator to oversee the operations of that audit function and perform certain administrative functions of the Audit Department when designated by the County Auditor; and

WHEREAS, salary rates for Management Confidential employees must be set or amended by resolution of the Sullivan County Legislature.

NOW, THEREFORE, BE IT RESOLVED the Sullivan County Legislature hereby reclassifies the Principal Audit Clerk to an Accounts Payable Coordinator and sets the annual salary of \$45,000 effective immediately.

**RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO
RECLASSIFY POSITIONS IN THE OFFICE OF AUDIT AND CONTROL**

WHEREAS, a Quality Control function within the Office of Audit and Control was recommended by The Bonadio Group; and

WHEREAS, to implement that recommendation it will require restructuring of staff under that office as well as create an audit function that will be housed within the Department of Family Services; and

WHEREAS, there is a need to reclassify the Audit Clerk position to a Senior Audit Clerk position to maintain the daily responsibilities of the Monticello location of the Office of Audit and Control; and

NOW, THEREFORE, BE IT RESOLVED the Audit Clerk be reclassified to a Senior Audit Clerk in the Office of Audit and Control in accordance with Grade 4, the Teamsters Salary schedule.

**RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO
TRANSFER A POSITION FROM DEPARTMENT OF FAMILY SERVICES TO THE
OFFICE OF AUDIT AND CONTROL**

WHEREAS, a Quality Control function within the Office of Audit and Control has been recommended by The Bonadio Group; and

WHEREAS, to implement that recommendation it will require restructuring of staff under that office as well as create an audit function that will be housed within the Department of Family Services; and

WHEREAS, it was recommended to transfer a Principal Account Clerk from Department of Family Services to the Office of Audit and Control to implement the Quality Control function at the Department of Family Services; and

NOW, THEREFORE, BE IT RESOLVED that the Principal Account Clerk, Position #7080 be transferred from the Department of Family Services to the Office of Audit and Control.

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**RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO CREATE
POSITIONS WITHIN THE DEPARTMENT OF FAMILY SERVICES**

WHEREAS, the Department of Family Services staff provides a wide range of services to the residents of Sullivan County; and

WHEREAS, the County Manager entered into an agreement with the Bonadio Group for consulting services to include review of operational efficiencies, workflow efficiencies, financial administration of benefit programs and recommendations for improvements in the administration and processing of benefit programs, pursuant to Resolution 148-15; and

WHEREAS, the Bonadio Group has identified positions needed within the Department of Family Services to efficiently and effectively conduct business on a day to day basis; and

WHEREAS, the identified positions are as follows: 2 Caseworker positions, 1 Social Welfare Examiner position, 1 Staff Development/Human Resources Manager position, 1 Trainer position, an Account Clerk/Database position and 1 WMS Coordinator position; and

WHEREAS, the Commissioner of the Division of Health and Family Services agrees with the Bonadio Group's recommendations; and

WHEREAS, the Commissioner of the Division of Health and Family Services has identified the need to create an Account Clerk/Database position and a Case Service Aide position; and

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature hereby authorizes to create and fill the Management Confidential position of Staff Development/Human Resources Manager in the Department of Family Services and sets the salary at \$65,000; and

BE IT FURTHER RESOLVED, that the Account Clerk position #2901 will be upgraded to the title of Account Clerk/Database in the Department of Family Services; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of the following positions within the Department of Family Services, the setting of salaries and the authorization to fill said positions:

CREATE:

Department	Position	Salary	Effective Date
A-6010	Caseworker	36,116	July 2, 2015
A-6010	Caseworker	36,116	July 2, 2015
A-6010	Social Welfare Examiner	32,349	July 2, 2015
A-6010	Trainer	37,380	July 2, 2015
A-6010	WMS Coordinator	41,947	July 2, 2015
A-6010	Account Clerk/Database	25,548	July 2, 2015
A-6010	Case Services Aide	27,790	July 2, 2015

Moved by:

Seconded by:

And declared duly adopted on motion:

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RESOLUTION NO. __-15 INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AMEND RESOLUTION 43-15 AUTHORIZING THE ACCEPTANCE OF AN AVIATION CAPITAL GRANT OFFER FROM THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT) FOR THE SULLIVAN COUNTY INTERNATIONAL AIRPORT (SCIA) FOR THE DESIGN AND CONSTRUCTION OF A CORPORATE BULK HANGAR (“THE PROJECT”)

WHEREAS, Sullivan County has recognized the need for the construction of a Corporate Bulk Hangar to allow for storage of large jet aircraft from the Business Aviation Community in an effort to raise revenue for the Airport; and

WHEREAS, the Sullivan County Division of Public Works applied for a grant to fund the construction of a Corporate Bulk Hangar at SCIA under Aviation Capital Grant Program through the NYSDOT; and

WHEREAS, on February 19, 2015 the Sullivan County Legislature passed Resolution 43-15 to authorize the construction of a Corporate Bulk Hangar, in a total amount of \$990,000.00, to be funded 90% by the State of New York (*i.e.* \$891,000.00) and 10% by the County of Sullivan (*i.e.* \$99,000); and

WHEREAS, subsequent to the passage of Resolution 43-15 County officials, representatives of the Fixed Base Operator and the Airport Commission concluded it would be prudent to construct a larger hangar (approximately 14,000 square feet, costing approximately \$2,000,000.00) than the one originally contemplated (approximately 10,000 square feet, costing approximately \$1,000,000.00); and

WHEREAS, the granting agency has advised that it agrees with the construction of a larger hangar but will only fund it in the same amount as the originally proposed hangar, *i.e.* \$891,000.00; and

WHEREAS, this amendment to Resolution 43-15 is being enacted to make it clear that the authorization from the County Legislature shall apply to a Corporate Bulk Hanger of a minimum size of approximately 10,000 square feet, costing approximately one million dollars, or to such larger Hangar as may be deemed prudent, up to a 14,000 square foot hangar costing approximately two million dollars, providing that the granting agency will continue to commit \$891,000.00 to the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature amends Resolution 43-15 and approves the Construction of the Corporate Bulk Hangar in accordance with the aforesaid WHEREAS clauses and authorizes the County Manager to execute all necessary contracts in order to accept the grant and to sign the necessary agreements, contracts and documentation for construction of the hangar, said contracts to be in such form as the County Attorney shall approve, on behalf of the County with the NYSDOT, in connection with the Project; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be filed with the NYSDOT by attaching it to any necessary contracts in connection with the Project; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO ADOPT AN AMENDED POLICY FOR ACCEPTABLE PUBLIC USE OF WIRELESS INTERNET WITHIN ALL COUNTY FACILITIES

WHEREAS, the County of Sullivan adopted a Public (Wireless) Internet Acceptable Use Policy on December 18, 2014 pursuant to Resolution No. 449-14 which established acceptable use of public wireless internet access at the Sullivan County Adult Care Center, and

WHEREAS, the County of Sullivan wishes to offer public wireless internet access for the benefit of visitors to Sullivan County in other publically accessed facilities in addition to the Adult Care Center, and

WHEREAS, as a municipality, the County of Sullivan has a management responsibility to establish an appropriate policy to administer the use of the internet and online services it inherently provides to visitors at Sullivan County publically accessed facilities,

NOW THEREFORE BE IT RESOLVED, that the proposed amended Sullivan County Public (Wireless) Internet Access Acceptable-Use Policy, attached hereto, be adopted and put into place, and

BE IT FURTHER RESOLVED, that said Sullivan County Public (Wireless) Internet Access Acceptable-Use Policy shall be subject to review, amendments and revisions at the recommendation of management staff and discretion of the Sullivan County Legislature.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2015.



Policy ID: MIS2014-010.3.4

Policy & Procedures

Sullivan County Public (Wireless) Internet Access Acceptable-Use Policy

Issued by: Management Information Systems

Adopted: December 18, 2014

Applies to: All County of Sullivan supplied Public (Wireless) Internet Access Users

Purpose

The County of Sullivan's (County) Department of Management Information Systems provides free (subject to change) internet access points or "hot spots" for the benefit of visitors to Sullivan County publically accessed facilities, the Sullivan County Adult Care Center residents and their visitors—who have their own devices capable of receiving wireless signals. This access will allow access to the internet from their device when within range of the access points at the Adult Care Center. County employees may not use this wireless internet service.

Acceptable Use

As a municipality, the County has a management responsibility to establish an appropriate policy to administer use of the internet and online services it inherently provides to its constituents/residents at the Adult Care Center. It is within this context that the County offers access to the internet via wireless access points over a shared, established municipal business network.

All users are expected to use the wireless access in a legal and responsible manner. While using this wireless access, users should not violate federal, State of New York, or local laws, including those relating to:

- ❖ **The transmission or receiving of any pornographic or harmful material** – Accessing or displaying obscene language or sexually explicit graphics or materials is prohibited.
- ❖ **Fraud** – All users are prohibited from misrepresenting themselves as another user, attempting to modify or gain access to files, passwords, or data belonging to others, seeking authorized access to any computer system, or damaging or altering software components of any network or database.
- ❖ **Downloading copyrighted material** – US copyright law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." No user may copy or distribute electronic materials without the explicit permission of the copyright holder.
- ❖ **Protection of others** - The Internet contains information, both written and pictorial, that may be offensive or harmful to a user or to others. The County also does not supervise children's use of the Internet and such use is a parent/guardian's exclusive responsibility.

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The users of the County's wireless access release and hold harmless the County from any and all liabilities associated with any child's exposure to any information, machine-readable file, picture or graphical representation encountered while using the County wireless network, or while in the presence of others using it.

- ❖ **Personal data storage** – Users create, store and use personal files/electronic documents at their own risk, whether created, accessed or stored locally or remotely. Users agree that the County is not responsible for the loss or damage to such local or remote personal electronic documents, the files or any type of media upon which they are stored. These conditions apply to all media that are brought in to access the County's wireless network.

By using the County's wireless access network the user acknowledges that he/she is subject to, and agrees to abide by, all laws, and all rules and regulations of the State of New York and the federal government that are applicable to Internet use.

Setup and Support

If your laptop or other Wi-Fi device uses a removable wireless card, make sure it is installed according to the manufacturer's instructions. Depending on what type of Wi-Fi device you have, how recent it is, and how you have it configured, it may be able to connect to the Citizen Wi-Fi automatically. If it does not, use your device's Wi-Fi setup software to configure the following:

- Network Name (SSID): ~~SCC-Citizen5C Digital Inclusion~~
- Network Mode: Infrastructure
- WEP: Disabled
- TCP/IP or Network Settings: DHCP enabled (sometimes called "Obtain IP address automatically")
- DNS: Automatic
- Gateway: Automatic

Your wireless setup software may not require all of the above. You are responsible for understanding how to configure your own wireless device. Because there are many different types of wireless devices requiring many different configuration methods, Sullivan County staff are not able to assist you with the configuration of your Wi-Fi device.

**COUNTY STAFF WILL NOT PROVIDE TECHNICAL ASSISTANCE.
STAFF WILL NOT ASSIST IN MAKING CHANGES TO THE USER'S NETWORK
SETTINGS OR PERFORM ANY TROUBLESHOOTING ON THE USER'S OWN DEVICES.**

Security Considerations

There is no security provided by the County of Sullivan. Wireless access is by nature an insecure medium. The wireless access you are using is not secure. Any person within range of the access point can intercept the data in transit. Sullivan County does not recommend using this network for the transfer of sensitive data, such as credit card data or bank account data, even while using SSL

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encryption built into your browser. Sullivan County is not responsible for intercepted data or any consequences thereof.

Anyone using the wireless network provided by the County is forewarned that there can be no expectation of privacy when using the wireless network. Users assume all associated risks and agree to hold harmless the County and its employees for any personal information (i.e., credit card) that is compromised, or for any damage caused to user's hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All users of wireless access should have up-to-date virus protection on any and all of their personal devices. The County strongly suggests using a personal firewall.

Disclaimer

The County is providing wireless connectivity ~~at its facilities and other facilities~~ as a public service and offers no guarantees or representations that use of the wireless connection is in anyway secure, or that any privacy can be protected when using this wireless connection. Use of this wireless connection is entirely at the risk of the user, and the County is not responsible for any loss of any information that may arise from the use of the wireless connection, nor is the County responsible for any loss, injury, or damages resulting from the use of the wireless connection.

Terms and Conditions of Use

- ❖ You will need a notebook/laptop computer or other device equipped with a wireless card that supports one of the following Wi-Fi standards: IEEE 802.11b, g or n.
- ❖ The County assumes no responsibility for the safety of equipment. Users must keep their equipment with them at all times and may only use electrical outlets in their rooms or designated public areas.
- ❖ As a courtesy to others, please turn off sound or utilize headphones while in County facilities.
- ❖ **PLEASE NOTE:** Printing access is not available to the public via the wireless connection.
- ❖ **COUNTY STAFF WILL NOT PROVIDE TECHNICAL ASSISTANCE.** The County assumes no responsibility for laptop configurations, security or changes to data files resulting from connection to the County's wireless network and cannot guarantee that a user's hardware will work with the County's wireless connection.
- ❖ If a user has problems accessing the Internet over these connections, **STAFF WILL NOT ASSIST IN MAKING CHANGES TO THE USER'S NETWORK SETTINGS OR PERFORM ANY TROUBLESHOOTING ON THE USER'S OWN COMPUTER.** Users should refer to their owner's manuals or other support services offered by their device manufacturer.
- ❖ **ACCESS IS NOT GUARANTEED AND** the wireless access provided by the County is a courtesy.

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- ❖ Wireless internet access is provided solely for the benefit of and use by the ~~visiting public to County facilities residents of the Adult care Center and their guests.~~
- ❖ The County may monitor/track internet use to assure compliance with this Policy.
- ❖ The County reserves the right to terminate or deny access for violation(s) of the Policy.
- ❖ If the County believes a resident or his or her guest has violated the Policy the resident will be so advised before access is terminated and the resident will have the right to be heard as to whether he or she or his or her guests violated the Policy.

Update Log

Date	Update Description
11/24/2014	DRAFT document issued for internal review (Policy ID: MIS2014-010.0).
12/06/2014	Changes to DRAFT made per County Attorney's Office feedback – strictly grammatical in nature.
12/08/2014	Added/edited setup connection details (Original draft TBD statements) in "Setup and Support" section.
12/09/2014	FINAL DRAFT issued for review, comment and consideration for adoption by the Legislature (Policy ID: MIS2014-010.1).
12/16/2014	FINAL MARKUP issued incorporating additional feedback for further review, comment and consideration by the Legislature (Policy ID: MIS2014-010.2).
07/01/2015	Policy version number updated to 10.4 Changes throughout the policy to include all County facilities by removing specific references to only the Adult Care Center.

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**RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE
TO AUTHORIZE ACCEPTANCE OF FUNDING FROM BEAVERKILL
FOUNDATION, INC. TO ASSIST THE ADULT CARE CENTER WITH THE MUSIC
AND MEMORY PROGRAM**

WHEREAS, the Adult Care Center is implementing a Music and Memory program, and

WHEREAS, the Adult Care Center staff has participated in the necessary training to become certified in the Music and Memory program, and

WHEREAS, the Music and Memory program was started to enhance the lives of the residents at the Adult Care Center that suffer from Dementia, Alzheimer's, and other forms of cognitive loss, and

WHEREAS, the Music and Memory program provides individualized playlists on i-pod shuffles that are tailored to each specific resident based on the music they previously enjoyed listening to, and

WHEREAS, Beaverkill Foundation, Inc. has awarded the Adult Care Center \$5,000 to help implement and grow the Music and Memory program at the Adult Care Center, and

WHEREAS, the \$5,000 will be used to purchase additional i-pod shuffles, headphones, security closet and help fund the i-tunes account at the Adult Care Center, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby accept the \$5,000 award from Beaverkill Foundation, Inc.

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

Resolution No.

RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO SIGN OFFICE FOR THE AGING ANNUAL IMPLEMENTATION PLAN.

WHEREAS, the Sullivan County Office for the Aging, Older Americans Act, Wellness in Nutrition, New York State Community Services for the Elderly Program, Expanded In-Home Services for the Elderly Program, Congregate Services Initiative, State Transportation Program, Caregiver Resource Center, Health Insurance Information Counseling and Assistance Program, Title V, and Long Term Care Insurance Educations and Outreach program authorize the expenditure of Federal and State funds for services for older people in Sullivan County; and

WHEREAS, State and Federal regulations require that the County prepare an Annual Plan outlining services to be provided through the above-mentioned programs; and

WHEREAS, the above-mentioned regulations require the County Manager to sign the Annual Plan; and

WHEREAS, the Sullivan County Office for the Aging will complete the required Annual Plan.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and is hereby authorized to sign any and all applications and agreements required to implement the Sullivan County Office for the Aging Annual Plan; and

BE IT FURTHER RESOLVED, that these applications and agreements be in such form as approved by the Sullivan County Department of Law; and

BE IT FURTHER RESOLVED, that all commitments and agreements are contingent upon receiving the necessary State and Federal allocations.

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