



PERSONNEL COMMITTEE

June 6, 2013– 9:00 A.M.

Personnel Committee Members

**Ira Steingart, Chair
Gene Benson, Vice Chair
Kathy LaBuda
Kitty Vetter
Cindy Kurpil Gieger**

AGENDA

DISCUSSION:

- 1. Training To Supervisory Staff**

REPORTS:

1. Human Rights – Monthly Report

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

RESOLUTIONS:

- 1. To create three (3) Crew Leader Positions for the Center for Workforce Development.**
- 2. To create thirty-five (35) Summer Youth Positions for the Center for Workforce Development.**
- 3. To amend the Retainer Agreement with Roemer Wallens Gold & Mineaux, LLP to provide Training to Supervisory Staff.**

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Laura Quigley, Director, Center for Workforce Development

Re: Request for Consideration of a Resolution: Create additional seasonal Crew Leaders

Date: May 8, 2013

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 3 additional Crew Leader positions for the summer youth employment program. Crew Leaders provide daily oversight and educational activities for youth participating in the program.

Is subject of Resolution mandated? Explain:

This is a seasonal program.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$9,195.00

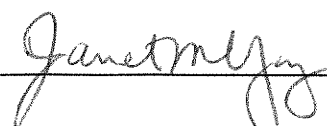
Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: NYS Legislature & WIA Title IB Youth

Estimated Cost Breakdown by Source:

County	<u>\$0.00</u>	Grant(s)	<u>\$0.00</u>
State	<u>\$3,954.00</u>	Other	<u>\$0.00</u>
Federal Government	<u>\$5,241.00</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.)

procurement not applicable / kj.

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

Pre-Legislative Approvals:

A. Director of Purchasing: Kary Jones Date 5/31/13

B. Management and Budget: Janet Meyer Date 5/31/13

C. Law Department: Christy McNeil Date 5/31/13

D. County Manager: Pat Stewart Date 5/31/13

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE:

RESOLUTION TO CREATE 3 CREW LEADER POSITIONS FOR THE CENTER FOR WORKFORCE DEVELOPMENT

WHEREAS, the Center for Workforce Development is in receipt of additional funds from NYS to operate the Summer Youth Employment Program (SYEP) from June 1, 2013 through September 30, 2013, and

WHEREAS, the Center for Workforce Development also receives funds under the federal Workforce Investment Act Title IB youth program, and

WHEREAS, three (3) Crew Leaders will provide daily supervision and education activities for eligible youth, and

WHEREAS, the Crew Leaders will be paid \$15/hour.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of three (3) Crew Leader positions for the Center for Workforce Development.

BE IT FURTHER RESOLVED, that all positions will be eliminated at the end of the program.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013.

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

To: Sullivan County Legislature

Fr: Laura Quigley, Director, Center for Workforce Development

Re: Request for Consideration of a Resolution: Create additional seasonal youth positions

Date: May 8, 2013

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 35 additional youth positions for the summer youth employment program.

Is subject of Resolution mandated? Explain:

This is a seasonal program.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$45,410.00

Are funds already budgeted? Yes No

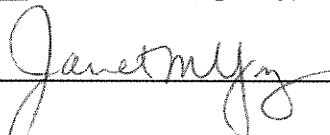
If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: NYS Legislature & WIA Title IB Youth

Estimated Cost Breakdown by Source:

County	<u>\$0.00</u>	Grant(s)	<u>\$0.00</u>
State	<u>\$19,526.00</u>	Other	<u>\$0.00</u>
Federal Government	<u>\$25,884.00</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.)

procurement not applicable KJ.

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

Pre-Legislative Approvals:

A. Director of Purchasing: Kathy Jones Date 5/31/13

B. Management and Budget: Jane Meyer Date 5/31/13

C. Law Department: Chad Gault Date 5/31/13

D. County Manager: John Bond Date 5/31/13

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE

RESOLUTION TO CREATE 35 SUMMER YOUTH POSITIONS FOR THE CENTER FOR WORKFORCE DEVELOPMENT

WHEREAS, the Center for Workforce Development is in receipt of funds from NYS to operate the Summer Youth Employment Program (SYEP) from June 1, 2013 through September 30, 2013, and

WHEREAS, the Center for Workforce Development also receives funds under the federal Workforce investment Act Title IB to provide youth services, and

WHEREAS, these funds will provide paid work experience for thirty five (35) additional eligible Sullivan County youth, and

WHEREAS, new participants will be paid \$7.25/hour and returning youth will be paid \$7.50/hour.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of thirty five (35) additional summer youth positions to be paid as stated for the Center for Workforce Development.

BE IT FURTHER RESOLVED, that all positions will be eliminated at the end of the program.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013.

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

To: Sullivan County Legislature

Fr: Lynda Levine, Director of Human Resources

Re: Request for Consideration of a Resolution:

Date: 5/31/2013

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.]

It is apparent that there is a need to train our supervisory staff in handling of various employment issue, including but not limited to: disciplinary actions; ADA compliance; employees rights under CBA's; etc. It is hoped that this will reduce the number of grievances, EEOC complaints and lawsuits.

Is subject of Resolution mandated? Explain:

Training is mandated in order to protect the County from grievances; fines and lawsuits.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 5,100.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: additional \$5100 budget mod (A1420-40.4007)

Estimated Cost Breakdown by Source:

County	\$ <u>5,100.00</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 [James Roemer] of [Roemer Wallens Gold & Mineaux, LLP]

Nature of Other Party to Contract: Other:

Duration of Contract: From 04/01/2012 To 03/31/2015

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): Res. #108-12

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.]:

This law firm is currently representing the County with respect to its labor relations. They are familiar with the issues that the County has been dealing with and are very familiar with the County's CBA's; State and Federal Labor law and issues.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$5100.00/year

Efforts made to find Less Costly alternative:

This contract involves specialized services. Our current labor counsel has the expertise and the resources to provide the County with the training services.

Efforts made to share costs with another agency or governmental entity:

None

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Not applicable - legal services do not require procurement Rf.

Person(s) responsible for monitoring contract (Title): Lynda Levine, Human Resources Director

Pre-Legislative Approvals:

- A. Director of Purchasing: Lois Jones Date 5/31/13
- B. Management and Budget: Janet Myring Date 5/31/13
- C. Law Department: Cheryl A. Wood Date 5/31/13
- D. County Manager: John Hood Date 5/31/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO AMEND THE RETAINER AGREEMENT WITH ROEMER WALLENS GOLD & MINEAUX, LLP TO PROVIDE TRAINING TO SUPERVISORY STAFF

WHEREAS, February 2012, the Sullivan County Legislature authorized the issuance of a Request for Proposals (RFP #R-12-03) for a Labor Relations Attorney/Consultant for Sullivan County; and

WHEREAS, the law firm of Roemer Wallens Gold & Mineaux, LLP was selected as the County's Labor Relations Attorney/Consultant; and

WHEREAS, Resolution No. 108-12, adopted by the Sullivan County Legislature on March 15, 2012, authorized the County Manger to execute a contract with Roemer Wallens Gold & Mineaux, LLP for specialized legal services and to serve as the County's Labor Relations Attorney/Consultant; and

WHEREAS, RFP #R-12-03 did not include the provision of supervisory training as a component of the services to be provided by said Labor Relations Attorney/Consultant; and

WHEREAS, it has become apparent that there is a need for the County to provide training of its supervisory staff; and

WHEREAS, Roemer Wallens Gold & Mineaux, LLP has agreed to provide training of supervisory staff on behalf of the County at minimal cost to the County; and

NOW, THEREFORE, BE IT RESOLVED, that the County Manager and County Attorney are hereby authorized to execute a modification of the Retainer Agreement with Roemer Wallens Gold & Mineaux, LLP to include four days of training of supervisory staff per year, as part of the said Retainer Agreement at a cost of \$425.00 per month in addition to the current monthly fee for the term of the agreement; and

BE IT FURTHER, RESOLVED, that said retainer agreement shall be in such for as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013.