



PERSONNEL COMMITTEE

July 9, 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. ACC Administrator**

REPORTS:

- 1. Human Rights – Monthly Report**

DEPARTMENTS:

- 1. Personnel**
- 2. Risk Management and Insurance**

RESOLUTIONS:

- 1. To create an Emergency Services Training Center Facilitator (Per Diem) position.**
- 2. To authorize an increase in hours of Deborah DeJesus, the Temporary Interim Administrator of the Adult Care Center.**

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Richard Martinkovic Commissioner of Public Safety

Re: Request for Consideration of a Resolution: Create Emergency Services Training Center
Facilitator (Per Diem)

Date:

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.]

Creation of the position will allow County staff to be present at training exercises that are scheduled during non-business hours. The cost of the position will be fully offset by the participating agency. This will ultimately allow for greater access to the facility for training exercises by the participating agencies.

Is subject of Resolution mandated? Explain:

No. The County is not required to provide this service.

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 0.00 _____

Are funds already budgeted? Yes ___ No

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

If "No", specify proposed source of funds: Employee cost is to be reimbursed by participating

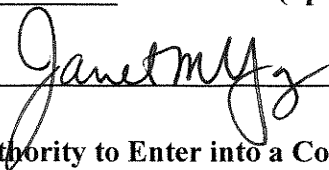
Estimated Cost Breakdown by Source: agency.

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. 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.)

Procurement is not applicable. Rf

Person(s) responsible for monitoring contract (Title): *Richard Martinkovic*

Pre-Legislative Approvals:

- A. Director of Purchasing: *Justin Jones* Date 7/2/13
- B. Management and Budget: *Janet Myer* Date 7/2/13
- C. Law Department: *S. Yessum* Date 9/2/13
- D. County Manager: *John Board* Date 7/2/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO CREATE AN EMERGENCY SERVICES TRAINING CENTER FACILITATOR (PER DIEM) POSITION

WHEREAS, Sullivan County fire departments have a desire to conduct training operations at the Sullivan County Emergency Services Training Center when County staff is not scheduled to work, and

WHEREAS, Sullivan County is desirous of allowing the County Fire Departments to be able use the facility during non-business hours, and

WHEREAS, it is prudent to have a County employee present during training operations to provide direction and oversight of the training activities and to enforce adherence to the training center's policies and procedures, and

WHEREAS, the creation of an Emergency Services Training Center Facilitator (Per Diem) position will allow a County employee to be at the Emergency Services Training Center during training operations conducted during non-business hours.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates an Emergency Services Training Center Facilitator (Per Diem) in the Public Safety Administration department, A-3010, and

BE IT FURTHER RESOLVED, that for each day of work the rate of pay will be fifty dollars, to be reimbursed to the County by the participating fire department or any other emergency services agency using the facility.

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

To: Sullivan County Legislature

Fr: Randy J. Parker, Commissioner

Re: Request for Consideration of a Resolution: To increase Interim Administrator, Deborah DeJesus's hours for ACC Coverage

Date: July 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.]

To provide administrator coverage to the Sullivan county Adult Care Center pursuant to the requirements of the NYS DOH regulations while Susan Southerton, Director of Nursing, is out:

Is subject of Resolution mandated? Explain:

Yes

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 8,640.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: Medicaid/Medicare/Private Funds

Estimated Cost Breakdown by Source:

County	\$ <u>289.79</u>	Grant(s)	\$ _____
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State	\$ <u>5,387.39</u>	Other	\$ <u>988.93</u>
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Federal Government	\$ <u>1,973.89</u>	(Specify)	<u>IGT/Interest</u>
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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:


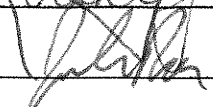
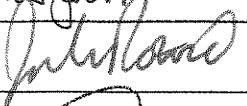
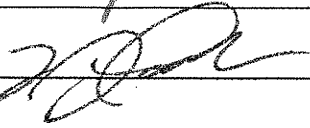
Efforts made to share costs with another agency or governmental entity:

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

procurement is not applicable

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

Pre-Legislative Approvals:

- A. Director of Purchasing:  Date 7/8/13
- B. Management and Budget:  Date 7/8/13
- C. Law Department: S. Yassum Date 7/8/13
- D. County Manager:  Date 7/8/13
- E. Commissioner:  Date 07/08/13

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO
AUTHORIZE AN INCREASE IN HOURS FOR DEBORAH DEJESUS, THE
TEMPORARY INTERIM ADMINISTRATOR OF THE ADULT CARE CENTER.**

WHEREAS, due to unforeseen staffing needs at the Adult Care Center there is an immediate need for coverage of the Director of Nursing at the Adult Care Center; and

WHEREAS, New York State Department of Health Regulations requires continuous administrator coverage at the Adult Care Center; and

WHEREAS, Ms. Deborah DeJesus, the Interim Administrator, has offered to change her current weekly working hours from 18 to 30 to supplement coverage of the Director of Nursing position of the Sullivan County Adult Care Center for an undetermined period of time effective July 1, 2013; and

WHEREAS, the Commissioner of the Division of Health and Family Services has recommended Ms. DeJesus's hours be increased to 30 hours per week to accommodate the required Adult Care Center administrator coverage; and

WHEREAS, the County Manager has concurred with the recommendation of the Commissioner of the Division of Health and Family Services and recommends that the County Legislature authorize the increase in Ms. DeJesus's hours; and

WHEREAS, The County may utilize Ms. DeJesus's services up to 30 hours per week at the rate of \$80.00 per hour, at the discretion of the Commissioner of the Division of Health and Family Services; and

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Legislature that the County Manager is hereby authorized to execute an agreement with Deborah DeJesus to increase her hours as needed for an undetermined period of time; and

BE IT FURTHER RESOLVED, that said agreement shall authorize the Commissioner of the Division of Health and Family Services to utilize the services of Ms. DeJesus at a rate of \$80.00 as needed for coverage of the Director of Nursing position at the Adult Care Center; and

BE IT FURTHER RESOLVED, that Ms. DeJesus shall keep her New York State Nursing Home Administrator License in good standing during the term of this agreement, and the failure to keep said license in good standing shall be cause for the immediate termination of said agreement; and

BE IT FURTHER RESOLVED, that said agreement shall expire upon the return of the Director of Nursing of the Adult Care Center.

Moved by,
Seconded by
Declared duly adopted on motion