



**PERSONNEL COMMITTEE**

**August 1, 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. Personnel Policies**

**REPORTS:**

1. Human Rights – Monthly Report

**DEPARTMENTS:**

1. Personnel
2. Risk Management and Insurance

**RESOLUTIONS:**

- 1. Appointing Lynda Levine to the position of Director of Real Property Tax Services III.**
- 2. To authorize extension of agreement with Deborah De Jesus as Interim Administrator and to permanently appoint Ms. De Jesus to the Position of Administrator of the Adult Care Center Effective September 4, 2013.**
- 3. To create and fill the position of Director of Solid Waste Management in the Division of Public Works.**

**PUBLIC COMMENT:**

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

**To:** Sullivan County Legislature

**Fr:** Joshua Potosek, Acting County Manager

**Re:** Request for Consideration of a Resolution: Appointing Lynda Levine to the Position of  
Director of Real Property Tax Services III

**Date:** 7/22/13

**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.]

Appointing Lynda Levine to a six year term of effective October 1, 2013

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**Is subject of Resolution mandated? Explain:**

Yes

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**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

Amount to be authorized by Resolution: \$ Remains @ current salary

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A1355-10-1011

If "No", specify proposed source of funds: \_\_\_\_\_

**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.)

\_\_\_\_\_ *Not applicable* \_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Kathy Jones Date 7/26/13  
B. Management and Budget: Janet Myer Date 7/16/13  
C. Law Department: S. Gasque Date \_\_\_\_\_  
D. County Manager: John Pineda Date 7/26/13  
E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Personnel Committee Committee on 08/01/2013



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: ACC Administrator Continuance of Coverage,  
Appointment and Residency Waiver

Date: July 25, 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.]

Approve the continued agreement with Deborah DeJesus as Interim Administrator of the SC Adult Care Center. Appoint Ms. DeJesus permanently as Administrator of the Adult Care Center. Waive residency for Ms. DeJesus.

Is subject of Resolution mandated? Explain:

Yes, it is mandated that continuous coverage be provided at the Adult Care Center

Does Resolution require expenditure of funds? Yes  No

*Additional Funds available from vacancies*

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 114,539.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): 6020-81-10-1011/80-8001/8002/8005/8006/8007

If "No", specify proposed source of funds: \_\_\_\_\_

Estimated Cost Breakdown by Source:

County	\$3,841.00	Grant(s)	\$ _____
State	\$71,420.00	Other	\$13,110.00
Federal Government	\$26,168.00	(Specify)	<u>Private Pay</u>

Verified by Budget Office: *Janet Myers*

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.)

*Not applicable #f.*  
\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

Pre-Legislative Approvals:

- A. Director of Purchasing: *Nancy Jones* Date 7/26/13
- B. Management and Budget: *Janet Myers* Date 7/26/13
- C. Law Department: *S. J. Jorgensen* Date \_\_\_\_\_
- D. County Manager: *John [unclear]* Date 7/26/13
- E. Other as Required: *[unclear]* Date 07/25/2013

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_



**RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXTEND AN AGREEMENT WITH DEBORAH DE JESUS TO CONTINUE TO SERVE AS TEMPORARY INTERIM ADMINISTRATOR OF THE ADULT CARE CENTER FOR THE PERIOD OF AUGUST 18, 2013 THROUGH SEPTEMBER 3, 2013 and TO PERMANENTLY APPOINT MS. DE JESUS TO THE POSITION OF ADMINISTRATOR OF THE ADULT CARE CENTER EFFECTIVE SEPTEMBER 4, 2013**

**WHEREAS**, there is a need for continued coverage in the position of Administrator of the Sullivan County Adult Care Center, a skilled nursing facility, licensed by the New York State Department of Health (NYSDOH), effective August 18, 2013; and

**WHEREAS**, NYSDOH regulations require continuous administrator coverage at the Adult Care Center; and

**WHEREAS**, Ms. Deborah DeJesus, Licensed Nursing Home Administrator, has agreed to continue her services as Interim Administrator to the Sullivan County Adult Care Center for the period of August 18, 2013 through September 3, 2013; and

**WHEREAS**, Ms. DeJesus, the best qualified candidate for the position of Administrator, has stated that complying with the residency requirement will place an undue hardship upon her; and

**WHEREAS**, Sullivan County wishes to extend the agreement with Ms. De Jesus from August 18, 2013 through September 3, 2013 at the rate of \$80.00 per hour and permanently appoint Ms. DeJesus to the title of Administrator to the Sullivan County Adult Care Center effective September 4, 2013 at an annual salary of \$90,000; and

**WHEREAS**, the County Manager and the Commissioner of the Division of Health & Family Services have recommended that the Sullivan County Legislature authorize a residency waiver for Ms. DeJesus who currently resides outside of the County of Sullivan to permanently serve as the Administrator of the Adult Care Center; and

**WHEREAS**, the County Legislature finds that complying with the County's Residency requirement would be an undue hardship on Ms. DeJesus

**NOW, THEREFORE BE IT RESOLVED**, that the Sullivan County Legislature authorizes the extension of agreement with Ms. DeJesus to serve as Interim Administrator of the Sullivan County Adult Care Center from August 18, 2013 through September 3, 2013; and

**BE IT FURTHER RESOLVED**, effective September 4, 2013 Ms. DeJesus is hereby appointed to the position of Administrator of the Sullivan County Adult Care at an annual salary of \$90,000; and

**BE IT FURTHER RESOLVED**, the Sullivan County Legislature hereby waives the County's Residency Requirement for Ms. DeJesus.

**Moved by,  
Seconded by  
Declared duly adopted on motion**

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

**To:** Sullivan County Legislature

**Fr:** Edward McAndrew, P.E.

**Re:** Request for Consideration of a Resolution: Create Director of Solid Waste Management

**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.]

Create a management position to be directly responsible for the oversight of all solid waste operations and to ensure compliance with the NYS Dept of Environmental Conservation and Environmental Protection Agency

**Is subject of Resolution mandated? Explain:**

No however the County is mandated to be in regulatory compliance at the Sullivan County Sanitary Landfill and Transfer Stations with the NYSDEC and EPA

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

Amount to be authorized by Resolution: \$ 106,005.23

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): CL-8160

If "No", specify proposed source of funds: Budget modification from various accounts

**Estimated Cost Breakdown by Source:**

County	\$ <u>106,005.23</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	<u>S-\$68,000, Ben-\$38,005.23</u>

**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.)

Not Applicable - AF.

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Lois Jones Date 7/29/13
- B. Management and Budget: Jane M Young Date 7/29/13
- C. Law Department: [Signature] Date 7.29.13
- D. County Manager: John Pott Date 7/29/13
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**Resolution No. \_\_\_\_\_**

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE**

**RESOLUTION TO CREATE AND FILL THE POSITION OF DIRECTOR OF SOLID WASTE MANAGEMENT IN THE DIVISION OF PUBLIC WORKS**

**WHEREAS**, the Division of Public Works is required to provide oversight and ensure compliance with the New York State Department of Environmental Conservation (NYSDEC) and Environmental Protection Agency (EPA) for the Sullivan County Sanitary Landfill and all County Transfer Stations; and

**WHEREAS**, it is prudent to have a management staff member dedicated to the oversight of all solid waste operations and to ensure regulatory compliance with NYSDEC and EPA;

**WHEREAS**, the annual salary will be set at \$68,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby creates and authorizes filling a Director of Solid Waste position in the Division of Public Works and that the annual salary is hereby set at \$68,000.

**Moved by \_\_\_\_\_,**  
**Seconded by \_\_\_\_\_,**  
**and adopted on motion \_\_\_\_\_, 2013.**