



PERSONNEL COMMITTEE

September 10, 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. Workplace Violence Prevention Program and Nepotism Policies**

REPORTS:

1. Human Rights – Monthly Report

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

RESOLUTIONS:

- 1. To abolish an create positions within the Department of Public Health Services.**
- 2. To reclassify a position (2387) in the Department of Family Services.**
- 3. To reclassify a position (2693) in the Department of Family Services**

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Nancy McGraw

Re: Request for Consideration of a Resolution: To create a full-time Breastfeeding Peer Counselor position and abolish two part-time positions in PH

Date: August 19, 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.]

We request that the Sullivan County Legislature be authorize to create and fill full-time Breastfeeding Peer Counselor. Creation of the F/T position would be accomplished by the elimination of the two part-time positions (Nutritionist RPT position # 4082-2910 and Breastfeeding Peer Counselor-PT position # 4082-2713) within the Public Health Department for the Women, Infants & Children Program.

Is subject of Resolution mandated? Explain:

Yes, State WIC requires local WIC programs to employ Breastfeeding Peer Counselors to assist new mothers with breastfeeding. The WIC grant will fully fund this F/T position.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 53,420.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A4082-10-1011 & A4082-80-8001 - A4082-80-8007

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

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
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State	\$ <u>8,601.00</u>	Other	\$ _____
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Federal Government	\$ <u>44,819.00</u>	(Specify)	<u>The above represents full annual projected F/T wages & benefits</u>
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Verified by Budget Office: _____

Janet M. Yu

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: *Terry Jones* Date 9/4/13
- B. Management and Budget: *Jane Miller* Date 9/4/13
- C. Law Department: *S. J. Gaspar* Date 9/5/13
- D. County Manager: *John Beaul* Date 9/9/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO
ABOLISH AND CREATE POSITIONS WITHIN THE DEPARTMENT OF PUBLIC
HEALTH SERVICES**

WHEREAS, there is a need to create a full-time Breastfeeding Peer Counselor position within the Department of Public Health Services for the Women, Infants & Children's Program, and

WHEREAS, the current employee in the part-time Breastfeeding Peer Counselor position is trained and knowledgeable about this position, and

WHEREAS, the part-time Breastfeeding Peer Counselor is willing and able to work a full-time schedule, and

WHEREAS, the funding for the creation of this full-time Breastfeeding Peer Counselor position would be cover by the Women, Infants, & Children Program grant,

WHEREAS, two part-time positions (a part-time Nutritionist position # 4082-2910 and the part-time Breastfeeding Peer Counselor position # 4082-2713) could be abolished due to the difficulty filling part-time positions.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature authorize the creation, and filling of this full-time Breastfeeding Peer Counselor and the elimination of the two part-time positions (a part-time Nutritionist position # 4082-2910 and the part-time Breastfeeding Peer Counselor position # 4082-2713) within the Public Health Department for the Women, Infants & Children Program.

**Moved by
Seconded by
and declared duly adopted on motion**

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

To: Sullivan County Legislature

Fr: Joshua Potosek

Re: Request for Consideration of a Resolution: Reclassify Position 2387 in DFS

Date: September 10, 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 reclassify a position (2387) in the Department of Family Services.

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: \$3,577.00

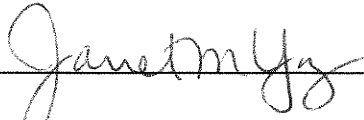
Are funds already budgeted? Yes No Budgeted funds available

If "Yes" specify appropriation code(s): A6010-57-10-1011&A6010-50-80-8001

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

Estimated Cost Breakdown by Source:

County	<u>\$500.00</u>	Grant(s)	<u>\$0.00</u>
State	<u>\$1,539.00</u>	Other	<u>\$0.00</u>
Federal Government	<u>\$1,539.00</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.)

Not Applicable

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Tony Jones Date 9/4/13
- B. Management and Budget: Janet Myer Date 9/4/13
- C. Law Department: S. Y. Pasquini Date _____
- D. County Manager: Julie Rand Date 9/9/13
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 09/10/2013

**RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO
RECLASSIFY A POSITION IN THE DEPARTMENT OF FAMILY SERVICES**

WHEREAS, the position of Family Services Case Manager at Grade VIII on the Teamsters Salary Schedule, and

WHEREAS, job titles with similar duties and responsibilities within the Department of Family Services are at Grade IX on the Teamsters Salary Schedule.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position number 2387 Family Services Case Manager from Grade VIII to Grade IX on the Teamsters Salary Schedule.

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

To: Sullivan County Legislature

Fr: Joshua Potosek

Re: Request for Consideration of a Resolution: Reclassify Position 2693 in DFS

Date: September 10, 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 reclassify a position (2693) in the Department of Family Services.

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: \$2,256.00

Are funds already budgeted? Yes No Budgeted funds available

If "Yes" specify appropriation code(s): A6010-50-10-1011 & A6010-50-80-8001

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

Estimated Cost Breakdown by Source:

County	\$361.00	Grant(s)	\$0.00
State	\$948.00	Other	\$0.00
Federal Government	\$948.00	(Specify)	_____

Verified by Budget Office: Janet M. [Signature]

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

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 9/4/13
- B. Management and Budget: Janet My Date 9/4/13
- C. Law Department: S. Young Date 9/5/13
- D. County Manager: John Board Date 9/9/13
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 09/10/2013

**RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO
RECLASSIFY A POSITION IN THE DEPARTMENT OF FAMILY SERVICES**

WHEREAS, the Personnel Officer was asked to review the job duties of position number 2693 Account Clerk, and

WHEREAS, the Personnel Officer has determined that the function being performed by the person in position number are more appropriate of an Account Clerk/Database, and

WHEREAS, the position being reclassified will allow for the continued functionality within the office.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position number 2693 from Account Clerk to Account Clerk/Database.

Workplace Violence Prevention Program Policy

I. County Legislative Policy Statement

The County of Sullivan is committed to providing a safe and secure environment for our employees and customers. New York State Labor Law, Section 27-b, initially enacted in 2006, mandates that public employers implement a program to prevent workplace violence.

Workplace violence presents a serious occupational safety hazard to our government, staff and clientele. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on County property will be thoroughly investigated and appropriate action will be taken, including summoning law enforcement officials when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. If appropriate, the County will provide counseling services or referrals for employees.

The following constitutes the County of Sullivan's Workplace Violence Prevention Program Policy.

II. Identification of Workplace Violence Risks

The County conducted a risk evaluation for workplace violence at its facilities. The following risk factors were identified throughout this process:

- a. Contact with the public
- b. Delivery of passengers, goods or services
- c. Working with unstable or volatile persons in health care, social services, criminal justice, or family court settings
- d. Exchange of money
- e. Working alone or in small numbers
- f. Encounters with volatile persons after court proceedings at building exits, in building lobbies, and in parking lots

g. Working in community-based settings

Please note that the risk assessment process is intended to be an ongoing endeavor, through the County Division of Public Safety.

III. Methods to Prevent Occupational Assaults and Homicides

The following methods are to be used to implement and constantly update the County's Workplace Violence Prevention Program:

A. Safety and Security:

Employees conduct should include at a minimum, adhering to principles of safety and security by creating an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and assisting in maintaining a safe and secure work environment.

Any and all reports of workplace violence incidents or allegations will be investigated in a timely manner.

B. Workplace Risk Assessments:

Workplace evaluations shall be done on a continuous and regular basis to identify the workplace violence hazards our employees could be exposed to.

A committee shall be established to be made up of management and Authorized Employee Representatives who will have an ongoing roll of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process.

C. Outdoor Lighting:

Ensure adequate outdoor lighting is maintained by monitoring areas that are in need of bulb replacement and repair. The proper use of work orders is required for successful implementation of this aspect of the program.

D. Training:

All employees will participate in annual Workplace Violence Prevention Training Program to be provided by the County. Training will cover the areas of Conflict resolution and self-defense response and tactics.

E. Reporting:

All County personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person:

Name:	Richard Martinkovic
Title:	Commissioner of Public Safety
Department	Homeland Security
Phone:	(845) 807-0508

IV. Reporting System

The following reporting system will be used to report incidents of aggressive behavior of clients and employees:

- A. Any act of aggressive behavior shall be reported to the Commissioner of Public Safety in writing on the form attached hereto.
- B. The Division of Public Safety will maintain a log of all persons identified as exhibiting aggressive behavior.
- C. The Division of Public Safety shall take all reasonable and appropriate steps to manage the individual who has been identified as exhibiting aggressive behavior to meet the objectives of the Workplace Violence Prevention Program. Such steps include, but are not limited to, providing written correspondence to the individual; instituting appropriate disciplinary action of County employees; contacting law enforcement officials for the purpose of reporting the behavior and possibly obtaining a restraining order.

- D. Employees are required by law to provide written notice to a supervisor of a serious violation of the Workplace Violence Protection Program or an imminent danger. The form attached hereto is for this purpose. The employer is allowed a reasonable opportunity to correct such activity, policy or practice.
- E. If after a reasonable time the employer has not resolved the reported issue and the violation of the program remains or an imminent danger exists, the employee may contact the New York State Commissioner of Labor to inspect the situation.
- F. The employer is prohibited from taking retaliatory action against an employee who reports a serious violation or imminent danger pursuant to this policy.

V. Training

Employees will receive information and training during their orientation upon hire and on an annual basis thereafter in the area of workplace violence prevention.

This written workplace violence prevention program shall be available, upon request, for review by any County of Sullivan employee at the Department of Human Resources and is to be included in the County of Sullivan Employee Handbook.

NEPOTISM

Nepotism is defined for these purposes as the making by an employee of any official employment decision concerning a member of the employee's immediate family. Immediate family is defined as spouses, children, stepchildren, parents, siblings, in-laws, nieces, nephews or anyone else related by blood, marriage or adoption. Nepotism is prohibited.

1. No individual shall be a part of any official employment decision concerning a member of his or her immediate family. An employment decision includes, but is not limited to, the screening of applicants or resumes, telephone interviews, personal interviews, reference checks, hiring, promotion, demotion, discipline, transfer, layoff, conditions of work, compensation and selection for training.
2. No employee may be the immediate supervisor of an immediate family member. In such case, the immediate family member will be supervised by the next level supervisor.
3. Any questions about this policy should be referred to the Director of Human Resources for resolution.