



PERSONNEL COMMITTEE

November 7, 2013 – 9:00 A.M.

Personnel Committee Members

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

AGENDA

DISCUSSION: None

REPORTS:

1. Human Rights – Monthly Report

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

RESOLUTIONS:

1. To modify a position in the County Attorney's Office.

PUBLIC COMMENT:

**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: Modify Position

Date: November 7, 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 modify a position in the County Attorney's Office (modify position number 1929 Assistant County Attorney part-time to Asst. County Attorney fulltime, set salary \$73,597.

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: \$ 112,358.00 Annually with full Benefits

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): 10-1011;80-xxxx Partial due to vacancy

If "No", specify proposed source of funds: Budget Modification

Estimated Cost Breakdown by Source:

County	\$ <u>112,358.00</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 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.)

Person(s) responsible for monitoring contract (Title): N/A N/A

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 11/6/13
- B. Management and Budget: Janet Myers Date 11/6/13
- C. Law Department: S. Yastrow Date _____
- D. County Manager: John Hood Date 11/6/13
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 11/07/2013

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO MODIFY A POSITION IN THE COUNTY ATTORNEY' S OFFICE

WHEREAS, the County Attorney has requested that a part-time Assistant County Attorney position be changed to a fulltime Assistant County Attorney position within his office, and

WHEREAS, having an additional fulltime Assistant County Attorney position will allow for the continued functionality within the County Attorney's office.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the modification of position number 1929 Assistant County Attorney part-time to Assistant County Attorney fulltime, sets the salary at an annual rate of \$73,597, and gives the County Attorney the authority to fill the position.